

Summer Term Appointments

UW-Madison promotes Summer Term as a way to accelerate degree completion, reduce student debt, and provide unique learning experiences. In doing so, we must make sure we have enough instructors to meet the demand for summer courses. Schools and colleges may appoint faculty and staff to summer positions in several ways, as outlined below.

C-basis faculty and staff

C-basis (nine month) faculty, academic staff, and limited term employees [must receive approval](#) from their appointing unit before performing any summer work. Each summer contains three months, known as “ninth.” C-basis employees may not work more than eight of the nine months that make up three consecutive summers (8/9). If the employee needs to work year-round, the department may need to evaluate whether the faculty/staff member should have a 12-month, A-basis appointment.

According to the Board of Regents, faculty, academic staff, or limited term employees with an academic year (nine month) appointment [must receive approval](#) from the Dean or Director designee if receiving more than 2/9 of their salary during the summer. A department chair may serve as a designee in academic units. UW-Madison policy states that faculty, academic staff, and limited term employees with an academic year (nine month) appointment may not receive more than eight months (8/9) of summer salary in any period of three consecutive years without prior approval of the Provost.

Compensation options for departments and colleges

Schools, colleges, and divisions establish workload practices with their respective departments. Determining the optimum workload typically takes into account the length of the summer session and the number of credits taught.

Divisions and departments have these compensation methods to consider:

1. **1/9 Prior Year:** Rate of one ninth of the previous year’s salary for full time service
2. **Lump Sum:** Summer Term instructional staff and faculty may be paid using one-time “lump sum” payments, subject to any applicable funding restrictions (i.e. up to the equivalent of 3/9ths of their previous year salary). While these payments do not increase the employee's base or ongoing salary rate, they can be used to provide additional compensation for Summer Term service beyond the normal 1/9th calculation.
3. **Adjust FTE:** The department can determine the workload assignment for a course based on the length of the course, enrollment numbers, or other factors.
4. **Overload:** An employee may be asked to perform duties outside of his or her normal work assignments during a period in which he/she is already receiving a full ninth. In these circumstances, [an overload request](#)—identified as employment beyond 100%—may be approved if the department or college can demonstrate there is a need for additional compensation.

- a. Overload payments may be approved for up to 20 percent of the employee's base appointment salary or \$18,000, whichever is greater, unless the Provost (or Office of Human Resources as designee) determines that there is good cause to exceed this threshold.
 - b. An overload may be paid as a lump sum to the instructor.
5. **Dual role waiver:** Schools and colleges may allow research scientists and researchers to work in a teaching capacity during Summer Term, so long as the employee and supervisor have considered and documented the funding implications and effort reporting requirements. Prior approval is also required if the dual role creates an overload. [Click here to download the expedited Summer Term Dual Role Waiver Form.](#)
6. **Performance Award:** For exceptional performance, a lump sum performance-based award may be the best way to recognize faculty or staff members who make outstanding contributions to the summer term instructional efforts. For example, such as a performance award might recognize an instructor who takes on a particularly large volume of students during summer term, or someone who makes an extraordinary effort to provide a transformational learning experience for Summer term students.

Cancellation clauses based on low enrollment can be included in appointment agreements.