

Amanda Mahr

From: Amanda Mahr
Sent: Tuesday, November 15, 2022 11:32 AM
To: ls-dept-admins@g-groups.wisc.edu; ls-chairs-all@g-groups.wisc.edu; ls-summer-chairs@g-groups.wisc.edu
Cc: Shirin M Malekpour; Jennifer Klippel; Cathy Yu; L&S Teach Learn
Subject: L&S Summer 2023 initial approvals

TO: This message has been sent to all L&S department chairs/directors, summer term chairs, and department administrators.

ACTION REQUESTED:

- Review the summer budget model update section
- Review & share your summer approval with staff in your department (curricular reps, HR/Payroll staff). The approvals will be uploaded to Box.
- Send updates, if any, through the [Instructional Staffing Request form \(instructions\)](#)
- Contact Amanda Mahr in L&S with questions about these materials.

We are distributing approval materials for Summer 2023 as they are ready, via departmental Summer folders in Box ('48-##00 Summer Sessions'):

- [Expense Details report](#) – contains information related to instructor & student appointments, and other expenses.
- Initial Financial Reports – compares estimated costs vs. the departments paid enrollment estimates.

Changes or additions to your summer plans may be communicated through the [Instructional Staffing Request form \(instructions\)](#).

Summer Budget Model update

While the resident tuition rate remains frozen at the same amount as previous years, non-resident tuition rates and headcounts have increased over the time frame the summer budget model has been in place. This increase in revenue from non-residents has allowed us to increase the revenue share back to departments for each paid summer credit from \$300 per credit to \$325 a credit. This rate will be reviewed every two summers and adjusted if revenue per credit continues to trend upward.

Next Steps - Curricular

Please enter/update your summer courses in SIS by November 18, 2022.

In April, we will distribute updated Expense Details and Financial Reports. These reports will capture preliminary enrollment numbers plus any updates to instructor salaries and titles. We will review summer plans at that time following our [course cancellation policy](#).

Next Steps – Advertising

The Division of Continuing Studies creates a Summer Communications Toolkit to help departments advertise courses to prospective students. The toolkit for summer 2023 will be available in late January. In the meantime, you can contact beth.farmer@wisc.edu in DCS with any questions about the toolkit or to discuss ways to best market summer courses to students.

Next Steps - HR/Payroll

The L&S KB contains [Offer Letter Procedure for Summer Instructors](#). The specific details for instructor & TA appointments are listed on the Expense Details report and will be referenced by department HR/Payroll staff.

Departments may begin to work on HR steps for Teaching Assistants and STS instructors as soon as they're able. Letters for Faculty renewable Academic Staff instructors will be distributed to departments by L&S HR in the spring semester.

Thank you,

Amanda Mahr (she/her/hers)

Instructional Planning Coordinator

Teaching & Learning Administration | College of Letters & Science

[Chat/call on Teams](#)

[Instructional Staffing Request form \(instructions\)](#)