

L&S Teach Learn

From: 'Anne Gunther' via ls-dept-admins <ls-dept-admins@g-groups.wisc.edu>
Sent: Tuesday, March 15, 2022 3:21 PM
To: ls-dept-admins@g-groups.wisc.edu
Cc: Laura E Fisk; Amanda Mahr; Shirin M Malekpour; Ben Weisse; James Montgomery; ChoonYee Ho-Jonas
Subject: L&S Update on Summer Instructional Appointments for 2022
Attachments: STSOfferLetter_Summer2022.docx; LecturerSA_Summer2022.docx; TA_Appointment_Letter_Template_Summer2022.doc

To: L&S Department Administrators and Payroll Coordinators

We are writing to provide an update on the L&S approach to summer instructional (summer session or S-basis) appointments for 2022. We plan to maintain traditional compensation levels to summer-term instructors through a combination of “base” and “supplemental” payments. The link below (item #1) provides a more detailed explanation.

Please read this information closely and share with others in your department as needed, as some of these processes have changed.

1. L&S Summer Compensation Maintenance Strategy – available [here](#).
2. **Teaching Assistants.** Departments proceed to use data provided in “expense details reports” (available in departmental summer sessions box folders) and attached template to create and send appointment letters to TAs. The template letter is also posted [here](#).
3. **Short-term Staff including Lecturer SAs.** Departments proceed to use data provided in “expense details reports” (available in departmental summer sessions box folders) and attached template to create draft appointment letters for STS (including LSAs), which will be sent to L&S HR Business Partners (Cassie, Joe or Stella) for review. These template letters are also posted [here](#).
4. **Faculty and Renewable Academic Staff.** Draft Letters for faculty and renewable academic staff will be distributed by L&S HR Business Partners to departments in the next week or so, along with instructions. **Please note that these draft letters replace the summer MOAs distributed in prior years.**

Questions?

- For graduate assistants/STS, contact Laura Fisk (laura.fisk@wisc.edu) or assigned HR Business Partner (Cassie Stauber, Stella Luong, Joe Farrenkopf);
- For Faculty and renewable academic staff, contact Amanda Mahr (amanda.mahr@wisc.edu) or assigned HR Business Partner (Michelle McCrumb, Johnny Wertz, Val Timler, Tami Flock, Anne Powers, Mindi Wilkinson).

Note that additional information regarding non-instructional summer (summer research/service or V-basis) appointments will be distributed within the next few weeks.