

From: ["James Montgomery" via ls-admin-all](#)
To: ls-chairs-all@g-groups.wisc.edu; ls-dept-admins@g-groups.wisc.edu
Cc: ls-admin-all@g-groups.wisc.edu
Subject: L&S summer term 2022 planning information
Date: Tuesday, October 12, 2021 3:05:12 PM

TO: L&S Chairs and Department Administrators

ACTION REQUIRED: Submit your department's summer 2022 proposal by **Wednesday, October 27**. Proposals should be submitted via email to teach.learn@ls.wisc.edu.

CONTACT: Questions can be directed to [James Montgomery](#) or [Amanda Mahr](#).

I am sorry for the delay in distributing the planning materials for summer term 2022. Our traditional practice of paying one-ninth of an academic-year salary per course has been complicated by the new biweekly payroll methodology. L&S hopes to maintain compensation levels similar to previous summers, but we are still waiting on guidance from central campus regarding implementation. For now, we ask departments to complete the planning spreadsheet in the same way as in the past. We will provide precise appointment details and compensation levels when we approve departmental plans.

The summer 2022 proposal spreadsheet is now available. Please download it from the L&S Administrative Gateway at <https://kb.wisc.edu/ls/85475>.

Given the delay in distributing the planning materials, we need departments to return their materials promptly. Completed proposals should be submitted by **Wednesday, October 27** via email to teach.learn@ls.wisc.edu. I apologize again for the delay.

Resources available through the L&S Administrative Gateway:

- [Summer Budget Proposals](#): download link and detailed instructions for the proposal spreadsheet
- [Summer Budget Model](#): background information on the summer budget model and policies
- [Summer Course Guidance](#): guidance on course variety and scheduling in Summer Term
- Your department's financial reports for past summers are archived in the Summer Box folder.

Please contact me or amanda.mahr@wisc.edu if you have any questions. Best,

James

--

James Montgomery
Associate Dean for Fiscal Initiatives
College of Letters & Science
University of Wisconsin-Madison
608-263-7221