

Summer 2022 Initial Approvals

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To: ls-chairs-all@lists.wisc.edu <ls-chairs-all@lists.wisc.edu>; ls-dept-admins@lists.wisc.edu <ls-dept-admins@lists.wisc.edu>

Cc: L&S Teach Learn <teach.learn@ls.wisc.edu>

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

ACTION REQUESTED:

- Review & share your summer approval with staff in your department (curricular reps, HR/Payroll staff). The approvals will be uploaded to Box.
- Update Amanda Mahr in L&S when/if any of your summer plans change

L&S CONTACT: Amanda Mahr (amanda.mahr@wisc.edu) and/or Cathy Yu (teach.learn@ls.wisc.edu)

Summer 2022 Approvals

We are distributing approval materials for Summer 2022 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.

Our traditional practice of basis summer salaries on 'ninth's' has been complicated by the new biweekly payroll methodology. L&S plans to maintain compensation levels similar to previous summers, but we are still waiting on guidance from central campus regarding implementation.

Therefore, the 'Expense Details' report does not include some appointment details for instructors and TAs, like the base rate or appointment percentage, as these details may need to be adjusted based on guidance from campus HR. L&S will provide more specific appointment details as soon as we're able.

Next Steps - Curricular

Please enter/update your summer courses in SIS.

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 2022 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.

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Next Steps - HR/Payroll

Please email Amanda Mahr with changes related to instructor or student appointments.

Summer instructors with C-Basis/9-month appointments will receive either a Memorandum of Agreement (MOA) or an appointment letter:

- Faculty and renewable Academic staff who are teaching in summer will receive MOAs. These forms are created by the College and will be sent to departments in the Spring 2022 semester.
- Other instructors will need appointment letters. To initiate these appointments, email a draft appointment letter and a copy of the person's CV to your STS/SA HR Rep.
 - Reminder: Departments may post PVLs for summer instructors if necessary, but [open recruitment is not required](#) for summer sessions appointments. A PVL waiver may be required for instructors without active appointments.
- Instructors with A-Basis/12-month appointments whose normal duties include summer teaching will not receive additional agreement forms or letters.

Thank you!

Amanda

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