

TO: Deans and Department Heads

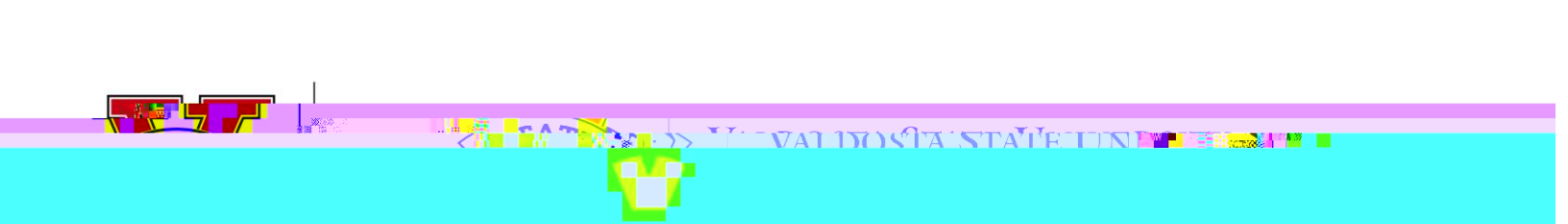
FROM: Dr. Robert T. Smith  
Provost and Vice President for Academic Affairs

DATE: August 18, 2021

RE: Revised Summer Revenue Sharing Model

Effective with Summer 2022, we will revise the Summer Revenue Sharing Model introduced in Summer 2019, reflecting the following characteristics. As long as the university makes our budget projections for summer, we intend to share revenue back to academic departments.

1. Minimum class sizes for Summer 2022 will continue to be: 15 for undergraduate (upper or lower division) and 10 for graduate. For courses capped by accreditation or other external rigid requirements: Use the lesser of that cap or the standard minimum (10 or 15) to determine when courses will run at full pay. For cross-listed undergraduate and graduate courses, add 1.5 times the graduate enrollment to the undergraduate enrollment and then use the undergraduate minimum enrollment of 15.
2. If enrollment is below the minimum threshold two weeks from start, faculty will be offered the choice of canceling the course or teaching at reduced compensation:
  - a. 85% of tuition generated, based on number of students registered at decision point or final number registered (whichever is greater), up to a maximum of the full salary for a course (generally 10% of the academic annual salary for a 3-credit course).
  - b. If the enrollment meets the minimum threshold by the first day of class, faculty will receive full pay for that class.
3. Provided we make the summer budget as a whole, Revenue Sharing will be paid to departments with ratio of revenue to faculty salary expenses of 1.3 or higher
  - a. 0.8%
  - b.
  - c.
4. Directed studies, theses, dissertations, internships: include tuition in departmental revenue, even if spread across multiple summer terms; include salary (if any) in expenses. If no salary is paid, departments may use the count of these students toward the minimum enrollment **for the same faculty member**.
5. Courses taught by 12-month faculty: will count tuition in departmental revenue and will count a pro-

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6. For cross-listed courses, the faculty salary will be split across the two courses.
  7. Study abroad, EC, Web MBA, GOML courses are exempted from the model.
  8. For new graduate programs: Together with the Provost, Deans will negotiate if lower minimums (for determination of full salary) are appropriate for the first three years of a new program. In any case, will include tuition in departmental revenue and salary in expenses.
  9. Summer Employment Agreements detailing course(s) to be taught and other work assignments for Summer semester term(s) will be initiated by the Academic Affairs Office by the first Friday in February of Spring semester. A more detailed letter detailing payroll will be issued by the Department Head two weeks from the first day of classes starting.