**College of Agriculture**

**Proposed Summer Salary Policy**

**May 2021**

Although tenure-track faculty in the College of Agriculture have been hired under academic year appointments since 1996, there are a significant number of tenure-track faculty, hired before that date that remain under full year - 12 month appointments. As faculty with full year appointments retire, the question arises how to pay for summer faculty activities in all mission areas. This document provides guidelines for compensating tenure-track faculty on academic appointments for work done in the summer.

**Research Activities**

​Faculty with primary research appointments are expected to generate their own summer salaries by including a portion of their salary on grants. Untenured faculty and associate professors may apply for PRF Summer Faculty Grants.   
[***https://www.purdue.edu/research/funding-and-grant-writing/funding/overview.php***](https://www.purdue.edu/research/funding-and-grant-writing/funding/overview.php)

**Teaching Activities**

Faculty who teach for credit classes during the summer semester will be credited for 50% of a day for each day of teaching a single class. Funding for faculty teaching on-line undergraduate classes is provided by the Provost. Faculty teaching an 8-week summer course on-line will be compensated for 4 weeks. Information regarding summer pay practices is available at [*https://www.purdue.edu/hr/paytimepractices/comppay/aypaypr.php*](https://www.purdue.edu/hr/paytimepractices/comppay/aypaypr.php)

**Extension Activities**

Faculty engaging in summer Extension activities are eligible for summer salary. Faculty must submit a plan of work (maximum of 2 pages) detailing the activities to be conducted during the summer. The plan must include an estimate of the amount of time (number of weeks) required to complete these activities. Faculty must submit a logic model describing the outputs (activities, audience), and anticipated outcomes, and how they will be measured. A maximum of 10 weeks of summer salary can be requested and plans of work can cover up to 3 summers, contingent upon completion of reporting for the previous year. Plans of work must be submitted to the Extension Director’s office by the start of the spring semester prior to the summer of work. A committee of the departmental Extension coordinators will review and recommend plans of work for funding. The Extension Director will make the final funding decisions based on these recommendations and the availability of funds. Funding preferences will be given to faculty with primary Extension appointments that require their presence during the summer to answer inquires, write newsletter articles, participate in field days, etc. All faculty receiving summer salary are required to report activities of work and impact in Digital Measures each year.

**International Activities**

​Faculty salary cannot be charged to students for terms that are during the regular academic semester where students are paying instructional costs in their tuition and fees or where faculty pay is already contracted (i.e. spring break/ winter break). Salaries for summer programs may be assessed. [*https://www.purdue.edu/IPPU/SA/\_Documents/DeptNutsBoltsManual.pdf*](https://www.purdue.edu/IPPU/SA/_Documents/DeptNutsBoltsManual.pdf)

**Purdue Extension**

**Plans of Work for Summer Extension Activities**

**Submit to Dana Beck,** [**dsbeck@purdue.edu**](mailto:dsbeck@purdue.edu)

Faculty Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Weeks of Summer Salary requested (maximum of 10 weeks) \_\_\_\_

Year for Summer Salary (maximum of 3 years) \_\_\_\_

Do you have an Extension appointment in your department? \_\_\_\_

**Plan of work proposals must address the following questions.** What issues need to be addressed and why is funding needed? What Extension activities will be conducted during the months covered by summer salary? What collaborations with campus and/or county Extension staff are you using to deliver the program? What outputs, outcomes and impacts are expected to emerge from these Extension activities? Please use a logic model to frame the proposal. <https://extension.purdue.edu/hub/logic-models/> (2 pages maximum)