

College of Engineering, Forestry and Natural Sciences

Summer Session 2009

April 13, 2009

Face to Face Courses

The following table and footnotes are a synthesis of the previous CENS 2008 summer session schedule with the approved summer school 2009 policies from Dr. Pitt's office. This table is applicable to face-to-face courses.

AY Salary Range	Enrollment for Full Pay ¹	Minimum Undergraduate Class Size ^{2,3,4}	Minimum Graduate Class Size ^{2,3,4}
Part-time/Visiting/GAs	14	12	10
Less than \$51,000	15	12	10
\$51,000 - \$72,000	16	12	10
\$73,000 - \$93,000	18	13	11
Greater than \$93,000	20	14	12

¹ This is the same enrollment schedule as what was used in the summer 2008. Full pay enrollment was set based upon a break even determined by the college's historical net revenues that are less than the 60% assumption used by Pitt's model. Enrollment for full pay = (AY salary x .0253 x number of credit hours x ERE) / (Tuition per credit hour x number of credit hours x net revenue to college). For example, consider the AY of \$72,000: Enrollment for full pay = ($\$72,000 * .0253 * 1.16$) / ($\$247 * .53$) = 16.1 = 16

² These minimum class sizes were established per Pitt's summer school 2009 policy, while also taking into consideration the 70% salary guarantee at minimum enrollment as it articulates to our college with our lower net returns. Exceptions to the minimum enrollment policy are made at the dean's level. The last day to cancel a face to face class is April 13. It is the department's responsibility to track and cancel courses, especially those that have been historically under-enrolled. If a department fails to cancel a historically low enrolled course by the April 13 deadline, the class must go forward even with the low enrollments.

³ When enrollments fall between full pay and minimum class size for 70% of salary, salaries will be prorated accordingly. When enrollments fall below the minimum class size, the salary is prorated on a straight-line basis with the enrollment for full pay as the denominator. Departments may elect to cover the difference, but that difference is their responsibility; typically taken from that department's over attainment distribution.

⁴ For the face-to-face course, the Fiscal Operations Manager (Wendy Nelson) and the Associate Dean works with the department chair to establish the salary based on enrollment – typically around the 2nd day of class plus or minus and in line with the DL summer timeline per <http://admin.distance.nau.edu/>.

Distance Learning Courses (Extended Campuses)

On-line course – regardless of origination – is a DL course and it follows DL practices, not the face to face polices. The unit's share of the expenses and net revenue is a function of mountain campus students who have taken the courses. DL pays for the instructor and other expenses in proportion to the number of DL students enrolled. The DL break even enrollment calculation is the same as above in footnote 1, except ERE is take as 14% and net revenue to DL is at 80%; yielding smaller break even enrollment numbers. DL will prorate salaries when enrollment falls below the break even number. There is no 70% salary guarantee. DL will not cancel a class, nor do they set enrollment caps. Those decisions belong to the unit. DL uses the summer timeline found <http://admin.distance.nau.edu/> for establishing salaries by enrollment. The basic salary for visiting instructors is determined as a function of rank, summer salary structure, and in consultation with the dean's office.