

# **UIC** FACULTY AFFAIRS POLICIES, PROCEDURES, AND GUIDELINES

**SECTION: FPPG 100 – Appointments Types and Appointment Processing  
NUMBER: 110**

**SUBJECT: Guidelines for Summer Appointments**

**APPROVED BY: Provost**

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**AUTHORITY: Provost/Vice Chancellor for Academic Affairs**

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**OBJECTIVE:** A faculty member holding an appointment for the academic year may be employed by the University 1) in sponsored research or on a contract; 2) in teaching during summer session; or 3) by providing administrative services. This employment allows for additional salary to be earned during the summer period when services outside their academic year contract are not required. These appointments must be consistent with the funding agency's policy as well as institutional policy.

**POLICY:** Article IV, Section 1(e) of the University *General Rules Concerning University Organization and Procedure* allow faculty members "required to render services during the academic year to be employed in the Summer Session, or to perform research or other services during a period not exceeding two months, and receive, for each month of such service, additional compensation at the rate of one-ninth of the full-time rate paid for services required during the preceding academic year." Such employment may be for longer periods during the summer only upon the advance approval of the Chancellor or designee.

Summer appointments can be held during the period May 16 through August 15 on either a part-time for full-time basis for up to two months. Appointments exceeding two months and exceeding a total salary greater than two-ninths of the full-time equivalent academic year salary must be submitted with the attached form, Request for Exception to Limit on Summer Appointment form. Conversely, a summer appointment exceeding two months, but *not* exceeding a salary rate of two-ninths does not need to be accompanied by the form. Requests for exception to the 2-month limit will be limited to a period of one-half month. Only under very rare circumstances, a request for exception exceeding the one-half month may be considered. However, significant justification must be provided and should accompany the Exception to Limit on Summer Appointment form and prior approval (before services begin) by the Chancellor or designee is required.

Additional sick leave is not earned on summer appointments, and earned sick leave may not be used during the summer appointment.

**APPLICABILITY:** Nine-month tenured, tenure-track, and non-tenured faculty. In rare circumstances when a ten-month academic year appointment is held by a faculty member, that faculty member may be eligible for a one-month summer appointment with additional compensation at the rate of one-tenth of the full-time rate paid for services required during the preceding academic year. The guidelines on exceptions exceeding one-half month for ten-month faculty will be the same as those exceptions applicable to nine-month faculty. Faculty members required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the summer.

**PROCEDURE:** Summer appointments should be submitted through the normal channels for faculty appointment processing. Initiation of summer appointments at the earliest possible date eliminates delays and insures prompt payment of salaries. Summer appointments can be held during the period May 16 through August 15 on either a part-time for full-time basis for up to two months. The payroll dates and the service dates should be identical and payments should be equivalent to one-ninth of the annual salary paid during the preceding year per summer month worked.

A faculty member requesting a summer research appointment for greater than two months which results in a salary of greater than two-ninths, must submit the signed Summer Exception form through the Department/Dean, indicating the intent to devote full-time effort during the summer employment period.

**Guarantees of summer appointments/salary exceeding two months should not be included in letters of offer for nine-month (one month for ten-month faculty). Exceptions to the two-month appointment must be requested and approved via the Summer Exception form.**

**REFERENCES:**

Article IV, Section 1 of the University [General Rules](#)  
Summer Appointment Processing, [http://www.uic.edu/depts/oaafahr/Request for Exception to Limit on Summer Appointment Form 1000-G](http://www.uic.edu/depts/oaafahr/Request%20for%20Exception%20to%20Limit%20on%20Summer%20Appointment%20Form%201000-G)