THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Personnel	**Number:**	201.4
		Revised:	
SUBJECT:	Summer Appointments -- UM Ann Arbor	**Date Issued:**	7/1/87
		Attachment(s)	1
APPLIES TO:	Instructional Staff		
ISSUED BY:	Personnel Office and the Office of the Vice President for Academic Affairs and Provost		

REFER TO:

(1) Memorandum dated January 11, 1982 from Billy E. Frye, vice president for academic affairs, and Charles G. Overberger, vice president for research, regarding summer appointments (contact Dean's office for more information).

(2) Annual memorandum dated spring of each year from the Office of the Vice President for Academic Affairs/Personnel regarding dates for appointment purposes.

I. Policy

Instructional staff with University Year (nine-month) appointments are obligated to provide services for a nine-month period. The nine-month period is comprised of two terms, each of which is four months in length, and one month of scholarly non-teaching time. Scholarly non-teaching time provides for such activities as supervision of dissertation work, course development and preparation, departmental research, committee work, and other counseling or administrative assignments, and is usually scheduled for the month of May unless the faculty member has a spring term teaching appointment. Scholarly non-teaching time for instructional staff who have taught in terms I and II and are assigned to teach in term IIIA (spring term) will be postponed until the month of July.

University policy enables instructional staff with University Year appointments to receive appointments on an ad hoc basis for two additional months in a year, with compensation at a rate of one-ninth of the University Year salary for each such month. This means that University Year instructional staff are permitted to be obligated for a maximum of eleven months (nine plus two) per year, leaving one month available for vacation or other recreational purposes.

II. Regulations and Definitions

University Instructional staff with University Year appointments may be granted ad hoc summer appointments for teaching, research or service for periods not exceeding the equivalent of two months at full time. Authority to approve summer appointments for more than two months (up to a maximum of three months) resides with the deans. Approval of

summer appointment periods for more than the normal limit of two months is conditional upon the following requirements:

1. Obligations of instructional staff members for nine months of effort under the University Year appointment must be fully met.

2. No more than the equivalent of two months full-time teaching during the summer are permitted.

3. The funding source (i.e., grantor) rules must permit the proposed summer appointment and funding must be available. (Project representatives in the Division of Research Development and Administration should be consulted if there are questions regarding grant regulations.)

4. If the summer appointment period is for three months, there must be a clear understanding that no time is available during that summer for vacation.

5. Summer appointments for three months in successive years are conditional upon the successful completion of all teaching and research obligations under the previous appointments and a positive appraisal thereof by the dean.

III. Procedures

Each school or college is responsible for establishing its own internal procedures. To assist units in administering this policy, it is suggested that the attached "Summer Appointment Request Form" be completed by instructional staff members applying for summer appointments exceeding two months. If the request is approved by the appropriate chairman and dean, the completed form, or other equivalent information should be attached to the Appointment Change Request Form when processed to the Faculty and Staff Records Office.

SPG 201.4
(Attachment)

THREE MONTH SUMMER APPOINTMENT REQUEST FORM

TO: Chairman and/or Dean

I hereby apply for_____months of additional support during the period_____ to_____in addition to my University Year (9 month) appointment for_____.

The scholarly non-teaching obligations of my University Year appointment will be met during the month of_____. (To be completed if scholarly non-teaching obligations are fulfilled in a month other than May.)

Support for this additional appointment is as follows:

Fund Source	Acct. No.	Percent of Effort	Starting Date	Ending Date

I expect fully to meet the obligations of my University Year appointments and understand that if this request is granted I will forgo the opportunity for any vacation this summer.

_____
(Instructional Staff Member)