SUMMER @ Western

Contracting
Instruction Manual

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1 OVERVIEW OF SUMMER CONTRACTING PROCESS

DEPARTMENTS	Enters Summer Session courses into Banner.	*starting December 5, 2023*
DEPARTMENTS	Submit completed Planning Documents to Outreach and Continuing Education.	*by February 2, 2024*
OCE	Enters *preliminary* Summer Session contracting data into WXASUMM.	*until February 29, 2024*
DEPARTMENTS	Submit an OCE Class Schedule Changes and Corrections Form for any changes to courses on the planning document.	*starting February 5, 2024*
DEPARTMENTS	Reviews/enters contract information into the WXASUMM form. (See **Section 4** for detailed instructions on data entry.)	*starting March 1, 2024*
DEPARTMENTS	Attaches Draft Report (WXRDRFT) to the Summer Session Draft Report Routing and Approval Form *(see resource page for link)* and submits to Dean's Office.	
DEAN'S OFFICE	Reviews, revises, and approves the Draft Report (WXRDRFT).	
DEAN'S OFFICE	Submits Draft Report (WXRDRFT) to Outreach and Continuing Education to summer.session@wwu.edu.	*by March 29, 2024*
OCE	Reviews and approves Draft Reports (WXRDRFT).	
OCE	Generates Summer Session E-sign contracts from Draft Reports (WXRDRFT) and routes to Department Manager.	*by May 3, 2024*
DEPARTMENTS	Routes E-sign contract to Dean's office for Chair, Dean, and faculty approval.	
OCE	Finalizes Summer Session E-sign contract upon receipt of all approvals.	*by May 31, 2024*
OCE	Processes Summer Session payroll and incentive pay.	*starting June 24, 2024*

1.1 IMPORTANT DATES FOR SUMMER SESSION

MAR 29, 2024 | *Approved WXRDRFT draft reports due to Outreach and Continuing Education*

MAY 31, 2024 | *Signed & approved E-sign contracts due to Outreach and Continuing Education*

JULY 2, 2024 | *Registrar's peak enrollment census date*

JULY 10, 2024 | *First possible Summer Session pay date*

JULY 25, 2024 | *Incentive payment distributed as a lump sum for instructors who are eligible*

1.2 SUMMER SESSION CONTACT INFORMATION

Faculty Contract & Payroll Questions   AFM@wwu.edu

Summer Session Inquiries   Summer.Session@wwu.edu

1.3 SUMMER SESSION RESOURCE INFORMATION

Summer Session website is a resource for staff and faculty to explore various summer forms and documents on planning, scheduling, and budgeting.

Summer Session Website: https://wp.wwu.edu/eeplanning/summersession/

Explanation of Summer Session salary calculation: https://wp.wwu.edu/facultyrelations/other/summer-session-salaries/

2 ACCESSING BANNER

1. Start at the WWU home page (http://www.wwu.edu)
2. Click **MyWestern** in the upper right-hand corner
3. From your **MyWestern** home page, select **Banner Forms and Reports (WWIS)** under Administrative Tools

You should have permissions to allow you access to the Summer Session Banner forms and reports. The faculty contracting process will require you to use the following forms:

WXASUMM – Data entry form

WXRDRFT – Draft contract report

 Troubleshooting Tip: If you are unable to access the Summer Session Banner forms and reports – submit a Banner Student Access form to AFM@wwu.edu.

If you are still unable to access these forms or have any questions about using Banner, please contact: AFM@wwu.edu

3 NEW AND REHIRE FACULTY HIRING PROCESS / PAGEUP

For new Summer Session hires or rehires that have been terminated from the system the college/department will follow the process of starting the NTT Hire Action outlined below.

> PageUp: https://western.pageuppeople.com/
>
> Western HR PageUp NTT Faculty Hire Action Reference Guide: NTT Faculty Hire Action/Offer

Department/College starts the NTT hiring process through PageUp:

- Click 'Jobs' in the top header bar
- Locate the job you are ready to hire for
- Open the Recruitment Request by clicking the job title
- Click 'View Applicants'
- Select the applicants for the intended offer by clicking the first checkbox (green) next to each applicant's name
- Click the drop-down arrow at the top of the screen 'Select a bulk action', click 'Bulk send' from the drop down
- A communication template will open in a new window
- Choose the communication template, select '*NTT Outreach and Continuing Education Applicant Hire Action Ready (to HR)'* in the first drop down
- Input recruit.hr@wwu.edu as the 'user' receiving the email
- Do not enter in the 'from'
- Click 'Send application' at the bottom of the window
- Send a change form through to add the faculty to the course if it is not indicated on the planning document.
    - *Please inform OCE this is a new hire on the planning document or change form.*

OUTREACH AND CONTINUING WILL MOVE FORWARD WITH THE OFFER AND HIRING PROCESS FOR SUMMER SESSION AS FOLLOWS:

Please note that for Summer Session, the faculty must have a Western ID, an active email, and be attached to a course in order to generate a contract. OCE WILL HANDLE THESE STEPS OF THE PROCESS.

Once OCE has been notified of the new hire either by approved planning document or change form they will send an email (with a cc: department contact) to the new faculty requesting 3 things in the following order:

- Step 1: Complete the Employee Information Form and notify OCE when it's been sent to HR
    - OCE will then request an ID number be created
        - This will generate the accounts (24 hours)
    - Once created, OCE will request the faculty be attached to the course
    - OCE generates contract
- Step 2: Account activation
    - OCE will send account activation instructions so faculty can approve e-sign form contract (*department contact will be copied in*).
- Step 3: Complete all remaining hiring documents
    - OCE will email faculty to contact HR directly to schedule an appointment to complete all new hiring documents (*department contact will be copied in*).

After all signatures have been obtained on the faculty contract, OCE will upload the contract into the faculty's record in PageUp and process a Personnel Action form for payment.

4 WXASUMM FORM

WXASUMM is the Banner form for entering all Summer Session contracts and payroll information. There are 3 levels to the WXASUMM form, and each will be explained in detail in the sections below.

4.1 LEVEL 1: FACULTY ID & TERM

Enter the following highlighted fields of information for all faculty contracts:

1. **ID:** Enter the Summer Session faculty WWU ID number and press TAB. The faculty name will automatically populate once the Western ID number has been entered.

2. **Term:** Enter the 6-digit Summer Session quarter/term code.

Use ALT+PG DOWN or click the "Go" button to move down to contract Level 2

4.2 LEVEL 2: CONTRACT INFORMATION

This level of the contract covers basic contract information regarding faculty status, academic year/annualized base salary and (*optional*) equal opportunity information.

3. **Check Org:** leave this field as is. *If Check Org is incorrect, you must work directly with Human Resources to correct.*

4. **AY Salary:** Enter the faculty members AY salary. Directions on how to calculate salary is provided by the Provost Office-Faculty Relations Office: here. NTT faculty salaries must be annualized (per CBA 22.15.1.4).

5. **Employee Status:** This is a required field. Select the applicable employee status from the drop-down menu. If NTT is selected from the drop-down menu Equal Opportunity information fields will appear.

6. **Dept Contact ID:** This is a required field. Enter the WWU ID number of the person entering the data.

7. **NTT FHR #:** *No longer required.*

8. **Dept. Lock Date:** Enter a date ONLY when the contracts are ready to be forwarded to the Dean's office for review and approval; *unless your department receives other locking instructions from your Dean's office*.

9. **Contract Comm:** Enter any additional information that should appear on the contract itself.

Fields 10-14 are optional for NTT faculty, and can be used to aid with PageUp/Equal Opportunity information.

10. **Position Title:** Enter NTT faculty position title.

11. **NTT Justification:** Justification for NTT selection.

12. **Phone Interview:** Candidate interviewed by telephone? Select: *Yes, No, or N/A* rehired. **For NTT only.**

13. **Reference Check:** Was a reference check completed? Select: yes, no, or N/A rehired.

14. **Comments to EO:** Enter any comments for the Equal Opportunity Office.

Use ALT+PG DOWN to move down to contract Level 3

EESP Summer Session Contract Form WXASUMM 9.0 [W5] (PPRD)

ADD | RETRIEVE | RELATED | TOOLS

ID: [1] ... Vohs, Rosemary Amanda Scott Term: [2] Change Role ☐ **Start Over**

Insert Delete Copy Filter

Contract Num		Check Org	[3]	AY Salary	[4]	☐ PA Approval
Employee Status *	[5] ▼	Home Org		Contract Print Date	🔳	✔ Contract Approval
Dept Contact ID *	[6] ...				
EE Contact ID	...	NTT FHR#	[7]	Esign Contract#	
Dept LOCK Date	[8] 🔳	PA Create	🔳	Contract Finalized	🔳	PA Number
Contract Comm	[9]			

Position Title	[10]	NTT Justification	[11]
Phone Interview	[12] ▼	Comments to EO	[14]
Reference Check	[13] ▼	

⏮ ◀ 1 of 2 ▶ ⏭ | 1 ▼ Per Page Record 1 of 2

Level 2 Notes

Summer Session AY Salary Calculation:

Please visit the Provost Office-Faculty Relations webpage on how to calculate Summer Session Salaries:
https://wp.wwu.edu/facultyrelations/other/summer-session-salaries/

Dept. Lock Date:

Department enters the date the contracts are ready to forward to the Dean's office for review and approval, unless your department receives other locking instructions from your Dean's office.
NOTE: Once a date has been entered into this field, the department will be locked out from entering any additional information.

Contract Comm:

Enter any additional information that should appear on the contract itself.
NOTE: If contract comment(s) are course specific, please reference the associated CRN.

Teaching for more than one department:

If a faculty is teaching for more than one department during Summer Session, a separate contract is required for each department/position. To create a new contract for an instructor, press the ***Down Arrow*** key (at Level 2) on your keyboard. *NOTE: If you encounter an issue, please contact:* AFM@wwu.edu

4.3 LEVEL 3: COURSE & PAYMENT INFORMATION

This level of the contract is to enter details for each course the faculty is teaching for Summer Session. The following sections will provide guidelines on how to appropriately complete level 3 for each of the compensation methods prescribed by the WWU/UFWW Collective Bargaining Agreement.

1. **CRN:** Select the 5-digit CRN assigned to the course. Enter the CRN or double-click the field to choose the correct CRN / course. <u>If applicable, refer to #6.</u>

2. **Comp Method:** This is a required field. Choose the correct Compensation (Comp) Method from the drop-down.

3. **Fast Index:** This is a required field. Enter the 6-letter Fast Index that references the correct fund to use for compensation.

4. **Activity Code:** Enter ONLY IF APPLICABLE (for special courses only, i.e. travel courses).

5. **Location Code:** Enter ONLY IF APPLICABLE.

6. **Pay Credits:** Enter ONLY IF a credit value other than the regular credit value of the course determines the compensation. <u>Enter the pay credits BEFORE selecting the CRN.</u> *Pay credits are required for variable credit courses paid via Comp Method A.*

7. **Internal Comments:** Enter any additional information pertaining to this course. *Internal comments do not appear on the faculty contract.*

8. **Rate:** Enter rate for Student Credit Hours (SCH) if applicable.

The following sections (pgs. 6-11) will provide guidelines on how to complete <u>Level 3</u> for each of the compensation methods prescribed by the WWU/UFWW Collective Bargaining Agreement.

*Note: The grey fields in the graphic above indicate fields used for informational purposes only. Values displayed or entered in those spaces will not appear on the contract or have any impact on salary computation. **Fields in grey are NOT required.***

4.3.1 Compensation (Comp) Method A1

Per Section 22.15 of the WWU/UFWW Collective Bargaining Agreement, faculty compensation for Summer Session is 1/45 of Academic Year (AY) salary per credit. For Summer Session courses enrolling over 15 students, the faculty compensation is 1/45 of AY salary per credit PLUS a high enrollment incentive payment of $54 per Pay SCH - for 16 students and above.

Enter the appropriate information into the highlighted fields below:

1. **CRN:**
   Select the 5-digit CRN assigned to the course. Either enter the CRN or double-click the field to choose the correct CRN / course.

7. **Internal Comments**:
   Enter any additional information pertaining to this course.

   This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.

2. **Comp Method:**
   This is a required field.
   Select A1

6. **Pay Credits:**
   Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.
   Pay credits are required for variable credit courses that are paid via Comp Method A.

3. **Fast Index:**
   This is a required field. Enter the 6-letter Fast Index that references the correct fund to use for compensation.

   Reference the list of Summer Session Fast Indexes on the Summer Session Resources website.

4. **Activity Code:**
   Enter only if applicable (for special courses only, i.e. travel courses).

5. **Location Code:**
   Enter only if applicable.

4.3.2 Compensation (Comp) Method B4

Per Section 22.15 of the WWU/UFWW Collective Bargaining Agreement, individually-supervised credit-bearing activities, such as independent studies, field research/experience, practicum, and internships in the summer will generally be paid at the per SCH rate.

Enter the appropriate information into the highlighted fields below:

1. **CRN:** Select the 5-digit CRN assigned to the course. Either enter the CRN or double-click the field to choose the correct CRN / course.

    Enter "**IS**" if the faculty member is receiving compensation from a Summer Session budget for an Independent Study (see section 7.3 for details on independent study).

2. **Comp Method:**
    This is a required field.
    Select B4.

8. **Internal Comments:**
    Enter any additional information pertaining to this course.

3. **Fast Index:**
    This is a required field. Enter the 6-letter Fast Index that references the correct fund to use for compensation.

    Reference the list of Summer Session Fast Indexes on the Summer Session Resources website.

4. **Activity Code:**
    Enter only if applicable (for special courses only, i.e. travel courses).

5. **Location Code:**
    Enter only if applicable.

6. **Pay Credits:**
    Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.

    a. If the course is a variable-credit offering and enrollment is greater than or equal to 10, salary will be calculated using the specified pay credits.

        i. If no pay credit value is entered, then calculation will default using the lowest credit value.

        ii. If the department has a historically agreed pay credit value for this course, which may be the average pay credit, please be sure to enter that value to be approved by the Dean's office (see section 7.2 for detailed scenarios).

a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.

7. **Rate:**
    This is a required field. Enter per SCH rate:

    a. Undergraduate minimum rate: $171.00

    b. Graduate minimum rate: $171.00

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4.3.2.1 Comp Method B4 Notes

- For activities with 9 or fewer students, use Per SCH Pay. *(Recommended)*

- For activities with 10 or more students, use Salary Per Credit. *(Recommended)*
  - When Comp Method B4 has been selected, this recalculation of salary is automatic when course enrollment is 10 or greater.

Variable credit:

If a course is a variable credit offering and enrollment is less than 10, the actual SCH of the course at the registrar's peak date will determine the salary computation.

If enrollment is above 10, specified pay credits will determine the salary computation. When entering no pay credit value, computation will default to the lowest credit value.

4.3.3 Compensation (Comp) Method C

Selecting Comp Method C indicates that the faculty will not receive compensation for this course, <u>but the assignment is still part of their Summer Session load</u>.

Enter the appropriate information into the highlighted fields below:

1. **CRN:**

   Select the 5-digit CRN assigned to the course. Either enter the CRN or double-click the field to choose the correct CRN / course.

   a. Enter ADMIN if the faculty member is not receiving compensation for an administrative assignment.

   b. Enter "**IS**" if the faculty member is not receiving compensation from a Summer Session budget for an Independent Study (see section 7.3 for details on independent study).

6. **Internal Comments:**

   Enter any additional information pertaining to this course.

   a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report

5. **Location Code:**

   Enter only if applicable.

2. **Comp Method:**

   This is a required field.
   Select C.

3. **Fast Index:**

   This is a required field. Enter the 6-letter Fast Index that references the correct fund to use for compensation.

   Reference the list of Summer Session Fast Indexes is on the Summer Session Resources website.

4. **Activity Code:**

   Enter only if applicable (for special courses only, i.e. travel courses).

4.3.4 Compensation (Comp) Method D

Selecting Comp Method D indicates that the faculty will be receiving compensation for an Administrative Assignment. Payment is equal to 1/45 of AY salary * pay credits for the assignment.

Enter the appropriate information into the highlighted fields below:

7. **Internal Comments:**
   - Enter any additional information pertaining to this course.

   a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.

2. **Comp Method:**
   This is a required field.
   Select D.

1. **CRN:**
   This is a required field. Enter ADMIN from the CRN list.

3. **Fast Index:**
   This is a required field. Enter the 6-letter Fast Index that references the correct fund to use for compensation.

   Reference the list of Summer Session Fast Indexes on the Summer Session Resources website.

4. **Activity Code:**
   Enter only if applicable (for special courses only, i.e. travel courses).

5. **Location Code:**
   Enter only if applicable.

6. **Pay Credits:**
   This is a required field. Enter administrative assignment credit value.

4.3.5 Compensation (Comp) Method O

Per Section 22.13 of the WWU/UFWW Collective Bargaining Agreement, faculty may teach one or more courses above their regular teaching load with a recommendation from the Department Chair and approval by the Dean.

1. **CRN:**
   This is a required field. Enter ADMIN or select from the CRN list.
   a. Enter ADMIN if the faculty member is receiving overload compensation from a Summer Session budget for an administrative assignment.

2. **Comp Method:**
   This is a required field.
   Select O.

3. **Fast Index:**
   This is a required field. Enter the 6-letter Fast Index that references the correct fund to use for compensation.

   Reference the list of Summer Session Fast Indexes on the Summer Session Resources website.

4. **Activity Code:**
   Enter only if applicable (for special courses only, i.e. travel courses).

5. **Location Code:**
   Enter only if applicable.

6. **Pay Credits:**
   Enter only if the faculty member should be paid based on a credit value other than the regular credit value of the course.

7. **Internal Comments:**
   Enter any additional information pertaining to this course.

   a. This field will not appear on the final contract; the information will only appear on the WXRDRFT draft report.

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5 WXRDRFT – DRAFT REPORT

5.1 DRAFT REPORT INTRODUCTION

WXRDRFT is the Banner form used to generate Summer Session Draft Contract Reports.

Print options for Draft Contract Reports:

- **Term Code** – Enter the 6-digit Summer Session quarter/term code.
- **Fast Index** – prints information for all contracts charged to a specific fast index
- **W#** – prints information for individual contracted faculty
- **Dept. Contact W#** – prints information for all contracts inputted by a department contact
- **FOAPAL Location Code** – prints information for all contracts charged to a specific location code
- **Summer Status** – prints information for all contracts by faculty status (TN, TT, NTT)
    - *To run an Equal Opportunity Report: enter NTT for the Summer Status parameter*

5.2 DRAFT REPORT (WXRDRFT) PRINTING PROCESS

Hit ALT + PG DWN twice to move to the "Parameter Values" level

1. **Term code:** Enter the 6-digit Summer Session term.

2. **FAST Index:** Prints all faculty contract information tied to a specific Fast Index.
   a. Print all = "%"
   b. Print one Fast Index = enter the 6-letter fast index (UPPER CASE).
   c. Print multiple Fast Index = Hit F6 to add another line, enter "2" (Fast Index will appear in parameters), enter the additional Fast Index you wish to print. (Repeat this option as many times as needed.)

3. **W Number:** prints faculty contract information by W#
   a. Print all = "%"
   b. Print one specific W# = enter the 9-digit W#
   c. Print multiple W# = Hit F6 to add another line, enter "3" (W number will appear in parameters), enter the additional W# you wish to print. (Repeat this option as many times as needed.)

4. **Show:** Show additional data ("Y" or "N") – default is "Y" – enable display of all columns

5. **Download:** Produce a tab separated value download file for this report ("Y" or "N").

6. **Department Contact WID:** Enter the W# of the person listed as the department contact in the WXASUMM form (level 2).

7. **FOAPAL Location Code:** Enter the FOAPAL location code you want to run, or enter "%" for all.

8. **Summer Status:** Enter the employee/summer status you want to report on (TN, TT, NTT), or enter "%" for all.

Hit ALT + PG DWN to move to the "Submission" level

9. **Save Parameters:** Check this box if you would like to save the information you entered above.

Hit F10 to move to the "Print Control" level

10. Select "Run Job"

11. To print report:
    a. Click the "Related" menu at the top right corner.
    b. Select "Job Submission Report Output" [GWIROUT]. A "Job" screen will pop up.
    c. At the "Job" screen – at the bottom of the "Job" viewing screen, click on "Refresh Display". You may need to click this a couple times if the job has not fully processed.
    d. Click "View" and print. If remote – Print as PDF and attach to Summer Session Draft Report Routing and Approval Form (*see resource page for link*).

5.3 DRAFT CONTRACT REPORT SAMPLE

```
WXRDRFT_10226655                              WESTERN WASHINGTON UNIVERSITY                         31-JAN-2023 12:15:49
WWIS:JOHNS393                              SUMMER SESSION CONTRACTING REPORT                        PAGE 1


FAST INDEX - ACTIVITY - LOCATION
  INSTRUCTOR                                    COURSE   SS       COMP      PAY     PAY         FAST                      DEPT
    COURSE                                      STATUS   ATTR     METHOD    CRD     RATE    FTE INDEX    ACTV    LOCN     LOCK DATE
------------------------------------------------------------------------------------------------------------------------------------

FSUACC -       -
  Faculty Name (W#)          TN    Academic Year Salary: $164,756.00
    Contract# 47556
    30464: ACCT 245 - Managerial Accounting (4cr)         A        OL,ACC,A   A1       4.00               .3333 FSUACC                23-MAR-22
      6/21-7/29    ARR.
      Compensation Method by Enrollment: 1-5:[$14,644.98]   6-9:[$14,644.98]   10-15:[$14,644.98]   16+:[$14,644.98+($54.00*PeakPaySCH)]


  Faculty Name (W#)          TN    Academic Year Salary: $158,724.00
    Contract# 47555
    30343: ACCT 240 - Financial Accounting (4cr)          A        OL,ACC     A1       4.00               .3333 FSUACC                23-MAR-22
      6/21-7/29    TWR     1000-1150
      Compensation Method by Enrollment: 1-5:[$14,108.80]   6-9:[$14,108.80]   10-15:[$14,108.80]   16+:[$14,108.80+($54.00*PeakPaySCH)]


  Faculty Name (W#)              NTT    Annualized Salary: $84,000.00
    Contract# 47552
    30006: ACCT 470 - Law of Commcl Transactions I (4cr)  A        OL,ACC     A1       4.00               .3333 FSUACC                23-MAR-22
      6/21-7/29    TR      0800-0950
      Compensation Method by Enrollment: 1-5:[$7,466.67]   6-9:[$7,466.67]   10-15:[$7,466.67]   16+:[$7,466.67+($54.00*PeakPaySCH)]


  Faculty Name (W#)          TN    Academic Year Salary: $182,859.76
    Contract# 47554
    30083: ACCT 490 - Internship in Accounting (2cr)      A        OL,ACC,A   C        2.00                   0 FSUACC                23-MAR-22
      6/21-7/29    ARR.
      Compensation Method by Enrollment: No Additional Compensation

    30127: ACCT 490 - Internship in Accounting (2cr)      A        OL,ACC,A   C        2.00                   0 FSUACC                23-MAR-22
      6/21-7/29    ARR.
      Compensation Method by Enrollment: No Additional Compensation



    _____
    Department Contact Signature      Phone      Date



    _____
    Department Chair Signature        Date



    _____
    Dean Signature                    Date
```
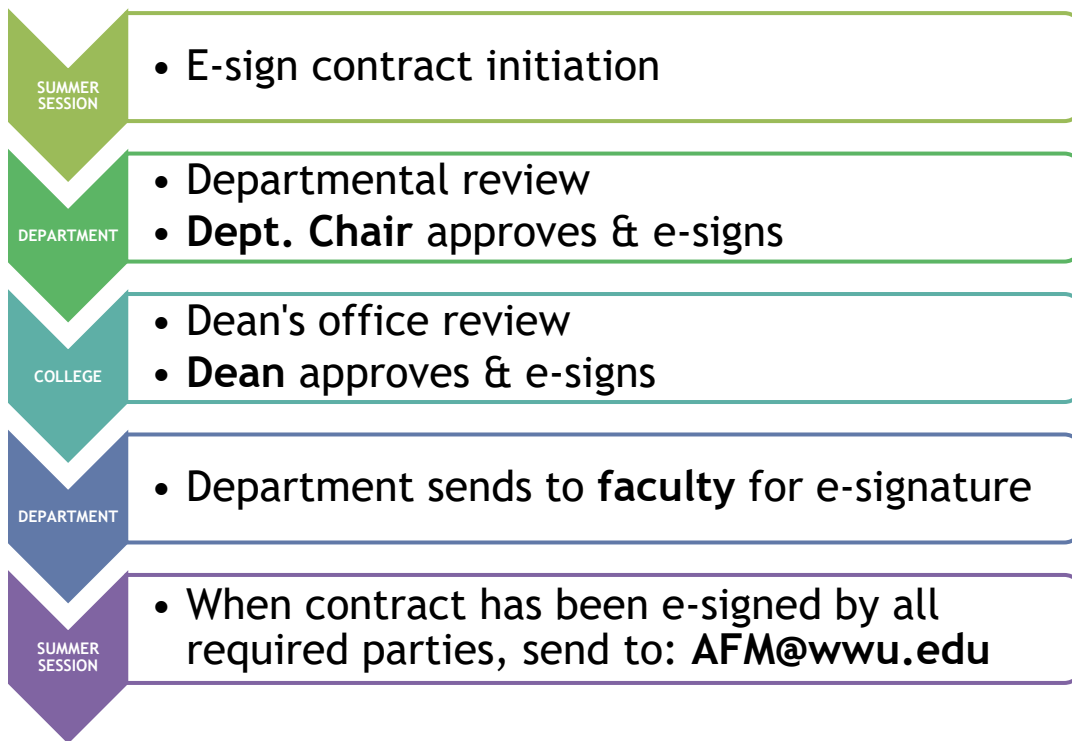
6 E-SIGN CONTRACT INITIATION & ROUTING

When Summer Session receives an approved Draft Report (WXRDRFT), Summer Session will initiate E-sign contracts for each faculty member listed on that report. The Summer Session E-sign contract is the **official** contract document between the University and the faculty member; therefore, following the appropriate routing procedure ensures the observance of the university hiring policies.

6.1 ROUTING INSTRUCTIONS

SUMMER SESSION
- E-sign contract initiation

DEPARTMENT
- Departmental review
- **Dept. Chair** approves & e-signs

COLLEGE
- Dean's office review
- **Dean** approves & e-signs

DEPARTMENT
- Department sends to **faculty** for e-signature

SUMMER SESSION
- When contract has been e-signed by all required parties, send to: **AFM@wwu.edu**

6.2 Sample Official Summer Session Contract (E-sign)

WESTERN
WASHINGTON UNIVERSITY

OCE Summer Session Course Service Agreement
2022

#New Form

Authority: Faculty Collective Bargaining Agreement

Contract #: _____

I. EMPLOYEE INFORMATION

Name: _____
College: _____
Department: _____
Annualized (NTT) or Academic-Year (TN/TT) Salary: _____
Contract Period: _____ to _____

WWU ID: _____
Employee Status: _____
Dept Contact/Ext: _____

The salary in this letter is subject to change as determined in negotiations between Western Washington University and the United Faculty of Western Washington University.

II. TEACHING ASSIGNMENT AND COMPENSATION

Attr	Subj	Crse	CRN	Title	Pay Cr	Compensation if Peak Enrollment is			
						1-5	6-9	10-15	16+

*IP = For courses enrolling over 15 students, faculty receive additional compensation of $ **54** per Pay SCH for 16 students and above.

III. Independent Study Offerings

Independent Study Offerings

Independent study courses not listed above should be compensated according to the following pay method, in accordance to section 22.15.1 of the CBA and will be paid as a one-time payment (if applicable):

[B - Per SCH Rate ▾]

Note: Distribution of pay for Summer Session independent study offerings will occur as two one-time payments. Once after the peak/census date and once after the end of the term (final enrollment.).

IV. COMMMENTS

V. AGREEMENT

Summer Session is self-supporting. No faculty is required to teach during the summer. By signing this agreement, WWU and the faculty member indicated above agree to these terms:

1. The faculty member agrees to comply with all applicable policies, rules, and regulations of Western Washington University. Institutional policies can be referenced at http://www.wwu.edu/policies/. The faculty collective bargaining agreement can be found at https://www.ufww.org/collective-bargaining-agreement/, select UFWW agreement). The Faculty Handbook is available at https://www.wwu.edu/facultysenate/A_Fac Hndbk 09 2011/Handbk_FAC_SEN_Main.shtml. Alternative formats are available upon request.

2. This agreement is based on employment for the above course(s) only, and for non-tenure track faculty does not imply continued employment with WWU. The faculty member agrees that remuneration will be made as reflected on this agreement, based on course enrollment.

3. For purposes of computing compensation, "course enrollment" is the actual enrollment on the Office of the Registrar's first "peak" census date of the quarter. For individual courses not delivered on the regular quarterly cycle, the Office of the Registrar's final "peak" census date will be used.

4. For this salary the faculty member must complete course preparation, instruction for stipulated course(s), credit/contact hours and/or lab hours; resolve student questions; and evaluate student performance.

5. Final grades for enrolled students in the contracted course(s) must be submitted to the Registrar's Office no later than 12 noon on the Tuesday following the last day of the 9 week session.

6. The Human Resources Department determines benefits eligibility.

7. The faculty member agrees that all information is accurate; acknowledging that falsification or omission of relevant information may be grounds for dismissal.

8. Per section 16.10, excluding study abroad, no OCE courses with more than five students may be canceled without the consent of the faculty member. If a course enrolling five or fewer students is to be canceled, the faculty member must be notified in writing by the chair or the Dean that the contract is canceled a minimum of two (2) weeks prior to the first day of the quarter. A faculty member may choose to cancel a course with more than five (5) students for pedagogical reasons but must do so no later than two weeks prior to the first day of the quarter.

9. Per section 22.15.1.3.ii, no compensation payments are earned or paid for cancelled courses or courses with census date/enrollment of zero.

10. The first payroll date for summer will be July 10. Incentive pay will be distributed on the July 25 payroll date.

If you accept the conditions and responsibilities of this letter of offer, please sign or indicate below and return to AFM@wwu.edu no later than **June 10, 2022**
Contracts received by Outreach and Continuing Education after this time are not guaranteed compensation for the July 10 pay date.

Conditions and responsibilities accepted:
○ I accept
○ I decline

Comments

Comments

Routing Instructions

➤ Program/Department (e.g. Manager, Director, Chair)
➤ Academic Officer (e.g. Dean's Office)
➤ Faculty Member
➤ Outreach and Continuing Education - AFM@wwu.edu

Signatures and Attachments

The submitter must enter the email address of the person to send the form to for further processing. Press SUBMIT to send it.

You have been automatically authenticated from MyWestern. If the information below is incorrect, please contact the ATUS Helpdesk at 650-3333.

[ ] *(As Submitter of this form I want to receive email notifications everytime an action is taken.)*

Name: *Kelley Peck* ID # W00662598
Email To: _____

(The Email To field is ignored for the SAVE and ATTACH form actions.)

[Submit] [Save] [Attach] [FAQ] [Reset]

7 FREQUENTLY ASKED QUESTIONS

7.1 BANNER FORMS

- ***The department lock date has been entered and I can no longer edit information. How do I make changes to a contract?***

  - o If you have not yet submitted the draft report, have the Dean's office approve the updated information and send it to Summer Session with a note indicating what needs to be corrected in WXASUMM.

  - o If the draft report has already been sent to Outreach and Continuing Education, please submit a Class Schedule Changes and Corrections Form with the details of the change and follow the routing instructions.

- ***I have a faculty member who will have more than one contract. How do I create another contract record in WXASUMM?***

  1. Enter the faculty member's W# and the Summer Session term.

  2. ALT + PG DWN to move to contract **Level 2.**

  3. ARROW DOWN to get to a new contract record.

     - ➢ If you ARROW UP, you will return to the previous contract record.

- ***I have a faculty member who is teaching more than one class during Summer Session. How do I create a new assignment record in WXASUMM?***

  - o When you are in contract **Level 3**, ARROW DOWN to get a new course record.

     - ➢ ARROW UP to return to the previous course record.

- ***When I try to create a course assignment in level 3, I can't find the correct CRN for my faculty member in the dropdown list.***

  - o The only CRNs that will appear in the dropdown list are ones that have been attached to the faculty member in Banner.

  - o To add a faculty to a CRN an **OCE Class Schedule Changes and Corrections Form** will need to be submitted to Outreach and Continuing Education for processing:

     - ➢ https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx

- ***I accidentally went into a new course/contract record. How do I remove the record so it does not show on the contract?***

  1. Go into the empty course record.

  2. At the top right corner, click "Delete".

  3. Save the contract when you have deleted the record.

- *When I enter a course CRN, the resulting course information is incorrect - wrong date, time, days, etc. How do I fix this?*

    o If the resulting course information is incorrect, please complete and submit the **OCE Class Schedule Changes and Corrections Form** to Outreach and Continuing Education for processing:

        ➢ https://esign.wwu.edu/admcs/process/forms/EESP/Changes_Corrections2.aspx

    o Once the form has been reviewed by Summer Session, it will be sent to the Registrar's office to make the necessary changes in Banner. Once the change is made, the information on the contract should populate with the correct course information.

- *How do I print an NTT Equal Opportunity Report?*

    o See section 4 for instructions on how to run a WXRDRFT report.

        ➢ Enter "NTT" for the Summer Status parameter.

Banner Keystrokes
Next course/payroll record = **arrow down**
Previous course/payroll record = **arrow up**
Move between fields = **Tab or select w/ mouse**

7.2 CONTRACTING

- ***I have a faculty member teaching multiple courses that share a combined enrollment for payroll purposes. How do I indicate this in the contract?***

  - o Please see section **8.1** of the Contract Scenarios section for the proper procedure for data input for these types of courses.

- ***I have a faculty member with a variable-credit course. How do I indicate this on the contract?***

  - o The most important thing when contracting a variable credit course is to understand how a compensation method will affect salary scenarios.

  - o Please see section **8.2** of the Contract Scenarios section for a sample scenario of a variable credit course.

- ***Where can I find a list of the Summer Session fast indexes?***

  - o Visit the Summer Session staff resources web page:

    - ➢ https://wp.wwu.edu/eeplanning/summersession/

    - ➢ Click on the **Summer Session and Faculty Led-Travel New COA Budget Codes** link.

- ***I have multiple faculty members teaching a course and share the SCH, how do I indicate this on the contract?***

  - o Please see section 8.4 of the Contract Scenarios section for the proper procedure for data input for these types of courses.

7.3 COMPENSATION

- ***How do I calculate Summer Session salaries?***

  - o Please visit the Provost Office – Faculty Relations web page on how to calculate Summer Session Salaries: Faculty Relations: Summer Session Salaries Page – Faculty Relations (wwu.edu)

- ***When will faculty salaries be calculated?***

  - o For purposes of computing compensation, "course enrollment" is the actual enrollment on the first *peak* census date of the quarter.

    - ➢ For individual courses not delivered on a regular quarterly cycle, a final enrollment date will be specified.

  - o After peak enrollment has occurred the faculty salaries will be displayed in the WXASUMM form:

    - ➢ Assign Base Comp field will display the total compensation for a particular assignment.

    - ➢ Incentive Pay field will display the total incentive pay for a particular assignment (if applicable).

- *When will faculty be paid?*

  o Paycheck distribution will be based on the [Human Resources payroll schedule](#). Compensation is evenly distributed through either 3 or 5 paychecks depending if a faculty is contracted to teach normal 6 or 9-week scheduled courses or both.

    ➢ **Summer Session Pay dates**: July 10th, July 25th, August 10th, August 25th, September 10th

    ➢ Faculty who teach *only 6-week* courses: 3 paychecks

    ➢ Faculty who teach *only 9-week* courses: 5 paychecks

    ➢ Faculty who teach *both 6 & 9-week* courses: 5 paychecks

    ➢ Faculty who have ongoing enrollment for independent studies will be compensated for the enrollment listed at the peak census date, and thereafter paid for any additional students at the end of Summer Session.

- *When will incentive pay be calculated?*

  o Faculty who earn incentive pay will receive that payment in one lump sum after the first summer payroll date.

    ➢ For Summer, incentive pay will be distributed on **July 25th.**

7.4 CLASS SCHEDULE CHANGES AND CORRECTIONS FORM (WEB FORM)

- *When is it appropriate to use [OCE Class Schedule Changes and Corrections Form](#)?*

  o Please use this form to make changes and/or corrections to courses that have been approved via the course approval process or to add/cancel courses.

    ➢ Add, remove, change, or correct:

      - Instructor(s) – If switching instructors include the name of the replaced & newly assigned instructors.

      - Course Offering(s)

      - Course Information

      - Pay Credit(s)

      - Academic Year Salary

      - Per Credit Salary

      - Course Comments – Add instructor compensation method.

      - Student Credit Hour (SCH) Rate

      - Schedule Changes (Dates, Days, Time)

      - Course Fee

8 SAMPLE CONTRACTING SCENARIOS

8.1 COMBINED ENROLLMENT FOR PAYROLL PURPOSES

For a faculty teaching multiple courses that combine enrollment for *payroll* purposes, WXASUMM information must be entered using the following procedure and appropriate comment language is used to ensure that the faculty's salary is properly computed.

SCENARIO: *faculty member is instructing 3 separate Dance courses and will be paid based on the combined enrollment of all courses. The department and college have approved compensation method A1 for the salary computation.*

Contract Comments: Contract must include a detailed contract comment that describes combined enrollment scenario:
> *"EDUC 2XX, EDUC 3XX and EDUC 4XX share a combined enrollment for payroll purposes"*

Section #1 should be set up with the appropriate compensation method. The sample uses method A1.

(section #1)

In the **Internal Comments** field, include a detailed comment that describes the combined enrollment scenario. The following language is a suitable comment: *"please combine enrollment with EDUC 3XX and EDUC 4XX for payroll purposes."*

Section(s) #2 (and #3+) should be set up with <u>compensation method C</u>.

All other sections that count as a combined enrollment with section #1 must use method C. This prevents duplication of salary records.

(section #2 – all additional sections should be completed similarly)

Internal Comments should also include detailed notes that describe the combined enrollment scenario. The following language is a suitable comment: *"please combine enrollment with DNC 2XX and DNC 4XX for payroll purposes."*

8.2 VARIABLE CREDIT COURSES

If a faculty member is teaching a course that has a variable credit value, such as an internship or field study use the following scenario as a guideline when considering how compensation will be impacted.
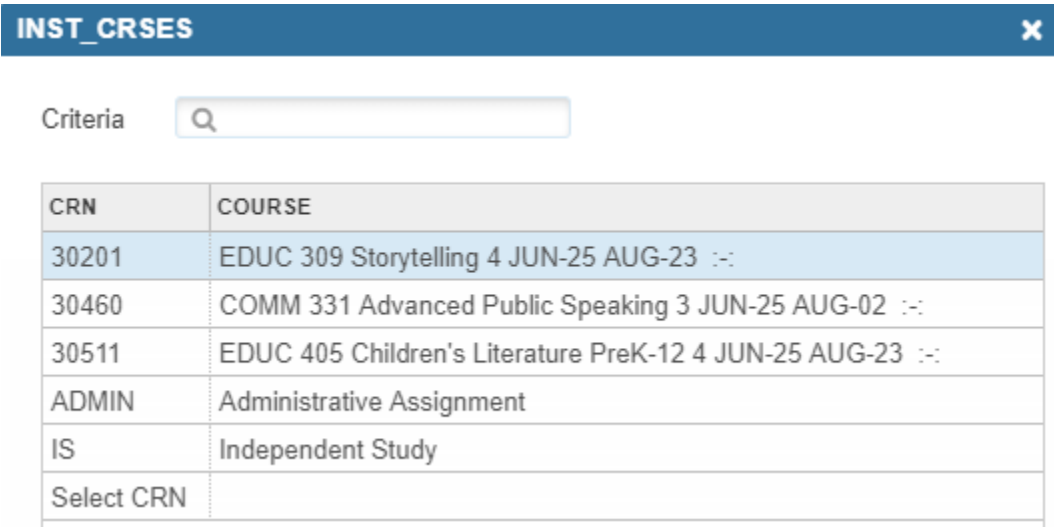
Scenario: A faculty member (AY salary = $60,000) is instructing an internship class with a variable credit range of 3-12 credits. The department and college have approved compensation method B4 for salary computation.

Items of consideration:

- **Compensation Method:** Under method B4, salary for a variable credit course will be based on the *actual SCH* of the course when enrollment is 9 or below. ***This means the pay credit field value will NOT be applied during salary computation when enrollment is less than 10 students.***

- If course enrollment is 10 or more, salary is computed using the per credit rate for that faculty member.

  - **If a pay credit value is entered in WXASUMM, the salary is calculated using the specified pay credit amount.**

  - **If pay credit value is NOT entered in WXASUMM, the calculation is based on the *lowest* credit value of the course.**

- Assume in the scenario described above the internship class enrolled <u>3</u> students and had a total combined credit value of 27 credits.

  - Under method B4, the course salary would be based on the following formula:

    - $182.00 x <u>actual SCH</u>

  - $182.00 x **<u>27 SCH</u> = $4,914.00**

- Assume in the scenario described above the internship class enrolled <u>14</u> students and the department had approved a pay credit value of **4 credits** for the course.

  - Under method B4, the course salary would be based on the following formula:

    - Per credit rate x <u>pay credits</u>

  - $1,333.33 (60,000/45) x **4 credits = $5,333.32**

  - If the contract had NOT specified a pay credit amount, salary calculation would have been based on <u>3 credits</u>, the lowest credit value of the course specified in the scenario.

8.3 INDEPENDENT STUDY COURSES

For faculty members teaching one or more Independent Study (IS) courses consider the following scenario to better understand how IS courses are inputted into the WXASUMM form.

Scenario: *A faculty member will be the instructor for several independent study courses during Summer Session. However, at the time of contracting it is unknown how many courses the faculty will instruct. The department and college have approved compensation method B4 for all their independent study sections.*

Items of Consideration:

- If a faculty member is instructing <u>any</u> independent study (IS) courses, then "IS" should be selected from the drop-down menu at level 3.

- The "IS" option will indicate on the contract that the faculty will have at least one IS assignment – whether or not the # of sections or credit value is known at the time of contracting.

  - **The contract should NOT have multiple "IS" records. A single "IS" record is representative of any and all IS assignments.**

- The rest of the contract should be completed following the instructions in section 3 of the manual.

At the Registrar's peak census date, a data download will be conducted by Summer Session to collect all course information for contract records that have an "IS" assignment in WXASUMM. Enrollment and SCH information will be pulled during this process and the appropriate compensation method will be applied.

8.4 SHARED SCH BETWEEN MULTIPLE FACULTY

In the event that there are two or more instructors for a course with a single CRN and compensation is shared between all faculty, the following scenario should be used as a guideline when completing the WXASUMM form.

Scenario: *3 faculty members will be co-instructors for a 12-credit, undergraduate practicum course. For payroll purposes, the SCH will be divided amongst the three faculty members based on how many students in the class that they each supervise. The department and college have approved compensation method B4 for all instructors of this course.*

Division of Enrollment or Compensation: The decision to allocate a certain portion of a course's enrollment or compensation to a specific faculty member **must** be approved by the department Chair and the college Dean.

Contract Comments: Each faculty member's contract should include a detailed comment on how the department intends to split the pay. The following language is a suitable comment:

"COURSE is being co-taught by __ faculty members.
Compensation / SCH for COURSE will be shared amongst the faculty based on course enrollment"

Assume the undergraduate practicum course in the scenario above had the following enrollment at the Registrar's peak date:

- Faculty A supervised 3 students
- Faculty B supervised 6 students
- Faculty C supervised 1 student

Under method B4, compensation for the course will be distributed as follows:

- Faculty A = 36 SCH x $182 = $6,552.00
- Faculty B = 72 SCH x $182 = $13,104.00
- Faculty C = 12 SCH x $182 = $2,184.00