

## **Academic Affairs**

### **Guidelines on the Use of Summer Funds (104xxx)**

PURPOSE: To provide Academic Affairs units with summer sessions funding, below are guidelines for the allowable and appropriate use of their yearly allocation.

- Instructional salaries and fringe benefits for faculty teaching during summer sessions and/or supervising summer internships
  - **NOTE: Coordinated by Academic Affairs**
- Professional development travel during summer sessions for faculty, staff, and students.
- Instructional equipment, materials, and supplies that are used during spring, summer, and fall sessions.
- Student employment (undergraduate and graduate) for students who are employed during summer sessions.
- Non-student temporary (NST) employees for Summer Sessions.
- New faculty research/start-up costs to assist new faculty with tenure requirements.
- Minor building improvements and repairs.
  
- If annual summer revenues can support current and **permanent** year adjustments, budget can be used to:
  - Fund faculty program director stipends when they have 12-month administrative duties.
    - **NOTE: Must have prior approval from AA.**
    - **NOTE: Operating allocation will be net of these stipends, i.e., the cost will be taken off the top after the overhead withhold.**
  - Fund portions of staff positions with work directly related to summer sessions.
  
- Non-Acceptable Uses of Summer funds:
  - FT faculty salaries.
  - 100% FT staff salaries (EPS and SHRA) unless the job is 100% summer-related. However, portions related to actual summer activities may be funded with summer funds (these come off the top and reduce the operating allocation).
  - Supplies, equipment, software subscriptions, etc., that are only used during the academic year.