

Academic Affairs

Guidelines on the Use of Summer Funds (104xxx)

PURPOSE: To provide Academic Affairs units with summer sessions funding. The following 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.**
- New faculty research/start-up costs to assist new faculty with tenure requirements.
- State fund allowable operating expenses (7xxxxx expenses).
- Non-full-time labor (and associated fringe, if applicable) to be budgeted on a current-year basis.
 - Includes: Non-student temporary (NST) employees, one-time payments (OTPs), undergraduate student workers, and graduate student workers.
- 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.
 - Fund portions of staff positions with work directly related to summer sessions.
 - **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 withholding.**
- 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).
 - Other expenses that are not state fund allowable.