

X-9 Summer School Plan/Budget

**NORTHWESTERN STATE UNIVERSITY
Summer School Plan/Budget**

- I. Purpose and Scope:** This procedure outlines the Summer School Plan for submission to the Board.
- II. Reference:** Board of Trustees for State Colleges and Universities Rules
- III. Responsible Area:** Academic Affairs

Board of Trustees for State Colleges and Universities Rules

Section XII. Summer Session

- 1. List of Employees for Summer Employment. The president of each institution under the jurisdiction of the Board shall submit to the Board by the April Board meeting each year a list of employees who will participate in the summer school session.
- 2. Summer Salaries. Each institution shall develop a pay plan for summer employment consistent with the mission and activities of the institution to be submitted for Board approval.

IV. Procedure:

Vice President of Academic Affairs

- 1. Prepares "Summer School Plan". The plan should include:
 - a. the number of sessions,
 - b. beginning and ending dates of sessions,
 - c. number of weeks in session,
 - d. number of days and hours in work week,
 - e. method used to calculate faculty salaries,
 - f. a list of employees to participate in the Summer School session, etc.
- 2. The plan is submitted to the President's Office for submission to the System Office for the April Board meeting.

President's Office

- 3. Submits plan to the System Office for April Board meeting.

Vice President of Academic Affairs

- 4. Submits copy of Summer School Plan to Business Affairs.
- 5. Submits Summer School "appointments" to Business Affairs for payroll.
- 6. Revises Summer School Plan as approved by System Office. Submits to System Office revised Summer School Plan after end of all summer sessions.