

College Policy

POLICY NAME: AN Faculty Summer Pay

POLICY NUMBER:

Authority Title and Review Information:	Name and Date
Approval Authority:	Dean, College of Education
Responsible Executive:	Jerlando F.L. Jackson, Ph.D., Dean
Responsible Office:	Dean's Office
Responsible Officer:	Emily C. Bouck, Ph.D., Associate Dean
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I. POLICY STATEMENT

An annual appointment (AN) is for a full-year assignment of duties and responsibilities including periods of annual leave and paid holidays (see <https://trustees.msu.edu/bylaws-ordinances-policies/policies/03-17-06.html>)

An academic year (AY) is a 9-month appointment basis for individuals appointed in academic personnel system positions at Michigan State University. Such appointments are generally August 16 through May 15 of the following calendar year (see <https://trustees.msu.edu/bylaws-ordinances-policies/policies/03-17-06.html>).

AY appointments are not changed by the addition of an administrative assignment. Rather, a change related to the administrative assignment (i.e., AY to AN appointment basis), is for the period of service in the administrative assignment only. It is recognized that with Provost approval, because of unit mission and needs and individual responsibilities, some faculty members will be appointed to faculty duties on an annual basis. For further information see policy entitled "[Academic Personnel System Appointments: Basic Employment Commitment on an Academic Year, Basis](#)," Faculty Handbook).

Faculty who are AN are paid 11 months; there are 22 days of vacation that are unpaid but are also not entered into a vacation tracking system (such as the case for 12-month employees).

CED AN Faculty Support for Summer Duties

Although AN faculty work across the year, they are paid for 11 months. They receive 22 days of unpaid vacation. As such, the College of Education has a process by which AN faculty can receive up to 12 days of additional pay in the summer (and only the summer months) for additional duties that go beyond their AN responsibilities, such as teaching a course or involvement on a grant.

- An AN faculty is ONLY eligible for up to 12 days of additional pay during the summer months (4 days of overload/OWP across 3 months = 12). The additional days and pay do not occur during the academic year.
- AN Faculty can receive up to 12 days; if less time is on a grant or needed for teaching, they can be paid less than 12 days. 12 days is the max; 12 days is not guaranteed.
- The 12 days are paid by the department general funds (not grants, regardless of teaching or grant funding). As such, the 12 days must be approved by the Department Chair and the Dean's office.
- The department is using salary savings to provide the 12 days to those on grants (which is transferred into their discretionary account/general funds) and their other general funds to support those teaching.
- To receive the 12 days for research, an AN faculty must have allocated a minimum of 12 days (5.04%) on the grant beyond anything used for a course buyout (e.g., 20%), if seeking a course buy-out. However, to generate sufficient salary savings to use general funds for the 12 days (with the 60/40 split), a department could require 8.064% beyond a course buy-out.