Summer Faculty Assignments

Every Department/Unit with faculty is asked to submit TWO spreadsheets - Teaching & Non-Teaching.

Deadlines

• Teaching Spreadsheet: Friday, March 20
• Non-Teaching Spreadsheet: Friday, April 3

If your unit doesn't have faculty for teaching or non-teaching, please indicate that in the spreadsheet and submit anyway so we know one wasn't missed.

You will find the downloadable spreadsheet, instructions, and videos below.

When you have completed your spreadsheet, come back to this page and upload them to Box.

Teaching

Include any faculty (tenured and non-tenured) who will be teaching an organized course for your unit whether or not they are your faculty. This includes those you are paying AND anyone who needs a 0% appointment. For cross-listed courses, the home department should be the one to add them to their spreadsheet, so please confirm with other units that they have.

Download Teaching Spreadsheet and Example
Teaching Spreadsheet Instructions
WATCH INSTRUCTION VIDEO FOR TEACHING SPREADSHEET
Instructional Overload Form

Non-Teaching

Include ANY faculty (tenured and non-tenured - include them even if they are in another unit as long as they work for you) who you need to pay for a non-teaching reason. This could include research, a faculty award where the funds will be in your unit, summer salary, a commitment in an offer letter, etc.

Download Non-Teaching Spreadsheet and Example
Non-Teaching Spreadsheet Instructions
WATCH INSTRUCTION VIDEO FOR NON-TEACHING SPREADSHEET

When uploading to box, please use the following naming convention for your spreadsheet:
DEPT Summer 2020 (Ex. "ENGL Summer 2020 Teaching" or "ENGL Summer 2020 Nonteaching")

When uploading an additional spreadsheet or an edit, please use:
DEPT Summer 2020 Additional (Ex. "ENGL Summer 2020 Teaching Additional" or "ENGL Summer 2020 Nonteaching Additional")

Questions? Call or e-mail Sally Dickson at 512-232-5711 or Sally.Dickson@austin.utexas.edu

Your Summer Faculty Assignment Questions (Hopefully) Answered

The summer course schedule isn't out yet, so I don't know the unique numbers of the courses for my teaching spreadsheet. What should I do?
Go ahead and include the course number and title. We'll look up the unique numbers.

Should I include my Chair or Director?
Yes, please include you Chair or Director on your non-teaching spreadsheet. If CoLA is paying, you don't need to include the summer monthly rate or account number. We'll add that for you.

What if our proposed stipend is different than the stipend that was calculated by the spreadsheet?
If the amount you want to pay a faculty member is different than what is calculated for you by the spreadsheet, simply include this information in the Comments. If you did agree to a different amount, in addition to the amount, please include who agreed to this (presumably your Chair/Director) and when they agreed.

Please remember that the maximum for a course is $9,000, unless it is Option III funding. You also should not pay them less than they would normally make if it is less than the maximum. (i.e. If the calculated stipend based on the timeframe and their monthly summer rate is $7500, you can't just pay them $6,000.)
Should I include Study Abroad courses on the teaching spreadsheet?
Yes, please include any faculty who will be teaching in a Study Abroad course for your Department. If they are teaching multiple classes but being paid one amount, you can include all of the courses in one line.

Should I include Maymesters on the teaching spreadsheet?
No, Maymesters are considered part of spring and Add Jobs (if not in your Department) and One Time Payments should be completed by the Department.

Should I include Extension Instructors? Or cross-listed courses?
Please only include instructors who are teaching for your Department and you are serving as the Home Department.

How should we submit the spreadsheets or Instructor Overload Forms?
Please include ALL paperwork through the box upload and name them in a way that we will know what Department they are from and if they are new or an edited version. (More information available on the Summer Faculty Assignment page.)