

**UNIVERSITY OF NORTHERN IOWA**  
**Memorandum of Appointment for Summer Session 2024**

This is a Memorandum of Appointment for the 2024 Summer Session at the University of Northern Iowa for the faculty member named below. The Faculty Handbook (Chapter 7 Summer / Winter Employment) stipulates that summer compensation for full-time employment for teaching shall be 1/27th of the faculty member's academic year salary for each semester credit hour taught. Compensation for study abroad teaching shall be no less than the part-time rate. Summer compensation for temporary (adjunct) faculty will be paid at the current part-time faculty rate. **Please see attached document relating to low enrolled summer courses and compensation for Summer, 2024.**

- 1) Name: \_\_\_\_\_
- 2) Rank/Title: \_\_\_\_\_
- 3) Department: \_\_\_\_\_
- 4) College: \_\_\_\_\_
- 5) Course Number: \_\_\_\_\_
- 6) Course Credit Hours: \_\_\_\_\_
- 7) Summer School Session/Dates: \_\_\_\_\_
- 8) Other Duties (Please specify): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Dates of Service: \_\_\_\_\_
- Hours: \_\_\_\_\_
- 9) Summer Compensation: \_\_\_\_\_  
(Does not include fringe Benefits paid by the University)

Please note, in order to receive timely payment of summer salary, the faculty member must complete the Faculty Summer Work Declaration Form, found at: <https://provost.uni.edu/resources>

\_\_\_\_\_  
Name of Department Head (or Dean if  
college is paying for the work)

\_\_\_\_\_  
Date of Offer

Faculty:

**I certify that I accept the conditions of this Memorandum of Appointment as outlined above by my Department Head on this date: \_\_\_\_\_.**

Faculty members should forward completed form to their department head. PAF preparers should attach this form to the PAF.

### **Faculty Handbook Deviation Language: Pay for low enrolled summer courses**

For Summer 2024, for the courses approved by the College Dean, faculty will be paid based on a per-student basis at 65% of tuition generated per student on the day after the last refund date at the undergraduate tuition rate up to a maximum of 1/9th of their salary (or the part-time rate for adjunct faculty) for a 3-credit course.

The 65% tuition arrangement is based on course enrollment on the day after the last refund date. Conversations about the possible 65% tuition arrangement will occur between the faculty member and Department Head before the course is listed in the summer course schedule. After consulting with the College Dean, Department Heads will have the authority to approve assignments based on this financial arrangement for the specified courses.

Continued conversation between the faculty member and the Department Head will occur until April 15<sup>th</sup> for the May term or May 15<sup>th</sup> for the June or July term, when the faculty member will decide as to whether to accept this financial arrangement based on the enrollment numbers at the time (enrollment numbers and pay may change after this decision point).