Welcome to the 2016 Summer Semester planning cycle. The following guidelines and forms for Summer Semester courses should assist you in course identification, planning, budgeting, and employee compensation. All of the information included in this document can be found at www.umt.edu/sell/courseproposal/summer.php.

If you have any questions, please contact Jeff Wimett at x4470.

General Information
- Important Dates & Deadlines

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- Recommendations for Increasing FTE
- Standard Meeting Schedule
- Course Scheduling Guidelines
- UMOnline Information

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- Completing Schedule Worksheets

Budget & Salary Information
- Salary Policies
- Helpful Hints for Completing the Budget Summary Form
- Budget Summary Form Formulas
- Departmental Budget Summary Form

Checklist
### Important Dates & Deadlines

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5-week session</td>
<td>May 23-June 24, 2016</td>
</tr>
<tr>
<td>Second 5-week session</td>
<td>June 27-July 29, 2016</td>
</tr>
<tr>
<td>Full 10-week session</td>
<td>May 23-July 29, 2016</td>
</tr>
<tr>
<td>Special sessions</td>
<td>May 23-August 19, 2016</td>
</tr>
</tbody>
</table>

10/30 Deans and departments receive access to the Summer Semester Call for Courses via [UM Box](#). This information is also available online at [www.umt.edu/sell/courseproposal/summer.php](http://www.umt.edu/sell/courseproposal/summer.php).

11/27 Departments submit Summer Semester draft course schedules and budget summaries via [UM Box](#) for dean approval. At dean’s office discretion these materials may also be submitted via email or hardcopy.

12/11 SELL begins entering approved Summer Semester draft schedules received via [UM Box](#).

1/4 SELL distributes updated summer course schedules via [UM Box](#). Departments may continue to submit changes. Budget changes and other major changes should still be submitted for dean pre-approval.

1/4 The Summer Semester schedule is made available for viewing.

1/22 SELL distributes updated summer course schedules via [UM Box](#). Departments may continue to submit changes. Budget changes and other major changes should still be submitted for dean pre-approval.

3/11 Students may begin registering for Summer Semester via CyberBear.

4/22 Any outstanding Summer Semester payroll forms should be routed for processing by this date to ensure timely payroll distribution.

7/1 First 5-week summer session monthly payroll checks are issued.

8/1 Second 5-week summer session monthly payroll checks are issued.
Recommendations for Increasing Student FTE

To increase student FTE, enable students to register for more Summer courses, and make optimal use of available classroom space, please follow these guidelines:

- Offer courses that fulfill general education or major requirements (both lower and upper division).

- Add online courses to enhance student access and convenience, and increase department FTE.

- Schedule courses using the Monday-Thursday schedule. Refer to the Standard Meeting Schedule for guidelines.

- Schedule departmental course offerings in both 5-week sessions and all class periods during the day.

- Schedule required sequences of courses in successive sessions to enable students to complete a series. For example, ECNS 111S should be scheduled during the first 5-week session, and ECNS 112S should be scheduled during the second 5-week session to permit students to register for both courses.

- Schedule four-credit courses meeting for five weeks and short courses with daily course periods longer than 110 minutes during the afternoon and evening hours. Short course schedules are subject to review and rescheduling.

- Offer required and/or high enrollment courses during Summer Semester.
During Summer Semester 2016, face-to-face courses should begin at one of the times specified in the schedule below and meet within the time periods listed. Please ensure that your course offerings are scheduled over the six course periods throughout the day. Scheduling all courses in the popular second and third time slots reduces course options for students wishing to take multiple courses.

### 5-week, 3 credit courses
4 days per week (M-R)

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30 am</td>
<td>9:20 am</td>
</tr>
<tr>
<td></td>
<td>9:30 am</td>
<td>11:20 am</td>
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<td></td>
<td>11:30 am</td>
<td>1:20 pm</td>
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<tr>
<td></td>
<td>1:30 pm</td>
<td>3:20 pm</td>
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<tr>
<td></td>
<td>3:30 pm</td>
<td>5:20 pm</td>
</tr>
<tr>
<td></td>
<td>5:30 pm</td>
<td>7:20 pm</td>
</tr>
</tbody>
</table>

### 10-week, 3 credit courses
4 days per week (M-R)

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30 am</td>
<td>8:25 am</td>
</tr>
<tr>
<td></td>
<td>9:30 am</td>
<td>10:25 am</td>
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<tr>
<td></td>
<td>11:30 am</td>
<td>12:25 pm</td>
</tr>
<tr>
<td></td>
<td>1:30 pm</td>
<td>2:25 pm</td>
</tr>
<tr>
<td></td>
<td>3:30 pm</td>
<td>4:25 pm</td>
</tr>
<tr>
<td></td>
<td>5:30 pm</td>
<td>6:25 pm</td>
</tr>
</tbody>
</table>

### 5-week, 3 credit courses
5 days per week (M-F)

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Begin</th>
<th>End</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7:30 am</td>
<td>9:00 am</td>
</tr>
<tr>
<td></td>
<td>9:30 am</td>
<td>11:00 am</td>
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<tr>
<td></td>
<td>11:30 am</td>
<td>1:00 pm</td>
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<tr>
<td></td>
<td>1:30 pm</td>
<td>3:00 pm</td>
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<tr>
<td></td>
<td>3:30 pm</td>
<td>5:00 pm</td>
</tr>
<tr>
<td></td>
<td>5:30 pm</td>
<td>7:00 pm</td>
</tr>
</tbody>
</table>
Course Scheduling Guidelines

Online vs. Face-to-Face

A course that includes any face-to-face meetings cannot be considered an online course. Only courses which meet 100% online can be scheduled as online courses. The blended course model should be used for partially online courses with reduced face-to-face contact time.

Contact Time

A course must provide a minimum of 750 contact minutes per academic credit. For classes meeting more than 110 minutes, add one 10-minute break per class.

Short Courses

Some departments may schedule courses for shorter sessions with dates different from the 5- or 10-week sessions. On-campus short courses should be scheduled during either the first or second 5-week session. This allows maximum use of available classrooms. Pre- or post-course work may be required for short courses.

Short course schedules are subject to review to ensure compliance with Board of Regents policy. Please avoid schedule 3-credit courses that only meet for one-week. If a course does not fit a traditional meeting format, please contact Jeff Wimett at x4470.

Consent of Instructor

Use Consent of Instructor (C/I) only when absolutely necessary. To prevent unauthorized registrations, please list restrictions and prerequisites on the Banner Rollover Report and Section Addition Form.

Cross-Listed Courses

All cross-listed courses must be pre-approved by the chair of the cross-listed department(s). To obtain a list of approved cross-listings, please consult the 2015-2016 General Catalog or contact the Registrar’s Office.
Course Descriptions for Seminars, Special Topics, etc.

To assist students and advisors in schedule planning you may submit description for Special Topics courses not featured in UM’s 2015-2016 General Catalog or courses that are included in unique Summer Semester programs such as workshops or study abroad opportunities. These descriptions will be posted on the Summer Semester website. Please submit the description (no more than one paragraph per course, plus a 2-3 paragraph program description if applicable) to Jeff Wimett.

Section Numbers

Section numbers for all Summer Semester courses are assigned as follows:

<table>
<thead>
<tr>
<th>Session Type</th>
<th>Dates</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>First 5-week session</td>
<td>May 23-June 24, 2016</td>
<td>01-29</td>
</tr>
<tr>
<td>Second 5-week session</td>
<td>June 27-July 29, 2016</td>
<td>30-49</td>
</tr>
<tr>
<td>Full 10-week session</td>
<td>May 23-July 29, 2016</td>
<td>60-79</td>
</tr>
<tr>
<td>Special sessions</td>
<td>May 23-August 19, 2016</td>
<td>80-99</td>
</tr>
<tr>
<td>UMO Online courses</td>
<td>All sessions</td>
<td>50-59</td>
</tr>
</tbody>
</table>

Enrollments and Course Cancellation Guidelines

To ensure that courses are adequately enrolled to attain unit enrollment goals, suggested minimum enrollment guidelines are listed below. Decisions to conduct under-enrolled courses must be approved by the department chair and dean. To allow students and faculty to make alternative arrangements, decisions to cancel or conduct and under-enrolled course should be made approximately two weeks prior to a course beginning.

<table>
<thead>
<tr>
<th>Division</th>
<th>Minimum Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Lower Division (100-200)</td>
<td>15 students</td>
</tr>
<tr>
<td>Undergraduate Upper Division (300-400)</td>
<td>10 students</td>
</tr>
<tr>
<td>Graduate (500 and above)</td>
<td>5 students</td>
</tr>
</tbody>
</table>

If a department/school decides to cancel a course, please contact Jeff Wimett, x4470.

Limiting Enrollment

To meet FTE goals, setting low enrollment caps is discouraged. Please clearly indicate enrollment caps for all courses on the course schedule worksheet.
UMOnline assists faculty, students and staff in creating and participating in quality educational experiences through course supplements, blended and fully online courses. Online courses are generally funded through state-support; credit and non-credit courses may be offered.

Courses are delivered through the Learning Management System (Moodle). Moodle provides a number of tools to promote interaction and engagement such as the discussion forum, web conference, survey, quiz and wiki.

UMOnline provides training and support for faculty to develop online and blended courses. To learn more, contact Robert Squires at x6056

Develop an Online or Blended Course

New online and blended courses need to be reviewed by the department chair and dean. To submit a proposal and learn more about the course development process, please contact Robert Squires at x6056. Development of courses takes place during the semester prior to delivery.

Please note the deadline for submitting a proposal for Summer Semester 2016 is December 4, 2015.

Request a Moodle Supplement

Any UM instructor may request an online course supplement for web-enhance face-to-face course delivery. To request a supplement, visit umonline.umt.edu/faculty-staff/supplement-request.php.

Tech Support for Moodle and Online Courses

Technical support is available for all users of Moodle. Contact information for UMOnline Technical Support can be found at: umonline.umt.edu/tech-support/default.php.
Completing Course Schedule Worksheets

Summer Semester course scheduling materials are distributed via UM Box. If you need assistance accessing your department’s UM Box folder please contact Jeff Wimett, x4470.

Please edit the schedule to reflect your departments’ Summer Semester 2016 course offerings. Although we provide your 2015 course schedule as a guide, we encourage you to add to or change your course submissions to meet student needs. Helpful hints for updating the course schedule are below.

- Remember to update each detail on the course schedule, including dates and times.
- To assist with data entry please yellow highlight all changes. We don’t want to miss any!
- If you are deleting a course, red highlight the entire course on the course schedule.
- When adding a new course, or when the course number has changed, please use the ‘new course block’ at the top of the course schedule.
- Ensure that courses reflect changes from Common Course Numbering and the new General Education groups.
  - Common Course Numbering: umt.edu/newnumber
  - General Education: www.umt.edu/catalog/academics/general-education-requirements.php
- Specify special dates when courses do not meet per the regular first session, second session or 10-week session dates.
- The Registrar’s Office schedules classroom based on the information provided on these worksheets. If you have special classroom needs (technology, tables, specific chairs, etc.) please make note of these needs on the course schedule.
- When adding or changing an instructor, include Faculty Identification Numbers (790#).
- Please note that most undergraduate-level cross-listings were eliminated with Common Course Numbering. If your department offers a cross-listed course, please obtain approval to offer the cross-listing from the appropriate chair. Please ensure details are identical for each cross-listing.
- Follow all course scheduling guidelines when updating or adding courses.
- Submit draft schedules and other materials via UM Box for dean approval by November 27, 2015.

If you have any questions, please contact Jeff Wimett, x4470.
Salary Policies

Instructional Salary Policies

Faculty salaries are calculated in accordance with the Collective Bargaining Agreement among the University Faculty Association, The University of Montana, and the Montana University System. If the terms of the agreement are modified, changes and adjustments will be made. Ten percent (10%) of the instructor’s Academic Year base salary is equal to 1.0 FTE, the maximum monthly full-time teaching load.

Before an employee may receive compensation, The University of Montana requires a curriculum vita, transcript, and background check. For any new employee, please forward these completed documents to the Provost’s Office.

RPTs and Payroll Checks

Request for Personnel Transactions (RPTs) are prepared by the department, then signed by the instructor, department chair, academic unit dean and the Provost. Graduate Assistant contracts are prepared by the department, then signed by the student appointee and the department chair. Signed contracts are forwarded to Human Resource Services for final contract preparation. Forms for use during Summer Semester are available at www.umt.edu/sell/courseproposal/summer.php.

Monthly Payroll Check Issue Dates

- First 5-week session: July 1, 2016
- Second 5-week session: August 1, 2016
- Ten-week session: Prorated compensation will be paid on July 1, 2016 and August 1, 2016

Staff members and students on a bi-weekly pay schedule will be paid according to the applicable UM bi-weekly pay cycle.

Chair and Administrative Stipends

Deans should evaluate the need for chair support in each department and assign administrative FTE accordingly. Office-hour schedules for chairs are the responsibility of the dean.
Helpful Hints for Completing the Budget Summary Form

The Departmental Budget Summary Form will calculate salaries and FTE automatically. If necessary, detailed information about the formulas can be found on the next page. If you have any questions, please contact Jeff Wimett, x4470.

- Use a separate line for each instructor.
- List faculty in alphabetical order.
- List courses taught by each faculty member in order, by session. Session numbers follow:
  - 2 denotes the first 5-week session
  - 3 denotes the second 5-week session
  - 7 denotes the 10-week session
  - 5 denotes any others (special sessions, workshops, conferences, etc.)
- If a course is in Session 5 (a special session, workshop, conference, etc.), note the dates.
- All special session courses should be listed in order, by date.
- Enter the name and telephone number of the person preparing the form. This person may be contacted about any questions.
- To determine FTE for Academic Year employees divide the compensation for each course or stipend by ten percent (10%) of the instructor’s Academic Year base salary. Ten percent (10%) of the instructor’s Academic Year base salary is equal to 1.0 FTE, the maximum monthly full-time teaching load in Summer Semester for Academic Year employees.
- For Fiscal Year employees 1.0 FTE equals 40 credits of instruction. The Form automatically calculates FTE based directly on the Fiscal Year Base salary.
Budget Summary Form Formulas

These formulas are built into the Departmental Budget Summary Form.

AY Instructional Salaries

\[
\text{AY Instructional Salaries} = \left( \frac{\text{Academic Year base salary}}{170} / 4 \right) \times (\text{number of credits instruction} \times 15 \text{ hours per credit})
\]

For example, an individual making an AY base salary of $26,187 and teaching 3 credits will earn $1,732.95.

1. Calculate Hourly Rate
   \[ \frac{26,187}{170} / 4 = 38.51 \]
2. Calculate number of credits x 15
   \[ 3 \times 15 = 45 \]
3. Multiply steps #1 and #2
   \[ 38.51 \times 45 = 1,732.95 \]

AY FTE for Chair or Administrative Stipends

\[
\text{AY FTE for Chair or Administrative Stipends} = \left( \frac{\text{Academic Year base salary}}{10} \right)
\]

For example: an individual making an AY base salary of $30,000 and a chair stipend of $1,000 will have a chair stipend FTE of 0.333.

1. Calculate Maximum Summer Salary
   \[ 30,000 \times \frac{1}{10} = 3,000 \]
2. Calculate FTE (stipend/Max Summer Salary)
   \[ \frac{1,000}{3,000} = .333 \]

FY Instructional Salaries and FTE Conversion

For Fiscal Year employees 40 credits of instruction equals 1.0 FTE. Instructional salaries for Fiscal Year employees can be calculated as:

\[
\text{(Fiscal Year base salary) x (number of credits instruction/40)}
\]
Checklist

Did you remember to...

__________ Consider general education or major requirements, enrollment trends, and ways to increase FTE?

__________ Determine course day(s) and times within the 4-day per week schedule, where appropriate?

__________ Make changes to the course schedule?

__________ Use the ‘new section block’ for any courses not on the course schedule?

__________ Ensure that courses reflect changes from Common Course Numbering and the new General Education groups?
   Common Course Numbering: umt.edu/newnumber
   General Education: www.umt.edu/catalog/academics/general-education-requirements.php

__________ Provide correct dates for all special session courses?

__________ Provide descriptions for Special Topics courses or unique Summer Semester programs?

__________ Complete the Departmental Budget Summary Form?

__________ Submit all information by the appropriate deadlines?