



REVISION

Yes No

(If yes is checked, please indicate reason for revision in the Department Note Section at the bottom of this form)

Summer Session Teaching

This form can be used for summer session teaching appointments. Appointments will be entered through the PAF process in Banner.

Name (Last, First Middle Int.)	College Date Submitted										
ID Number	Department Name/Department Number										
Employment Periods: <input type="checkbox"/> Session I (5/10-6/24) <input type="checkbox"/> Session II (6/25-8/9)	Session I <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Fund #</td> <td style="width: 40%; text-align: center;">% (Must total 100%)</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Fund #	% (Must total 100%)								
Fund #	% (Must total 100%)										
Type: <input type="checkbox"/> Teaching	Session II <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center;">Fund #</td> <td style="width: 40%; text-align: center;">% (Must total 100%)</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Fund #	% (Must total 100%)								
Fund #		% (Must total 100%)									
Total Credit Hours	AY Salary										
Rate of Pay											

Department Note:

APPROVED

Principal Investigator	Date	Dean or Vice President/Provost	Date
Department Head/Director	Date	Research Division (As Required)	Date



- Please complete an electronic I-9 form and send withholding (W-4 and VA-4) tax forms along with a copy of the Social Security Card for any faculty member who is not presently a university employee to Payroll (0339). Indicate the forms are for Summer Session Payroll.
- Maximum summer session pay is 3.75% of the academic-year salary per credit hour of instruction up to a limit of \$3,613.58 per credit hour. Thus, a faculty member earning \$45,000 AY may be paid up to 11.25% (3 x 3.75) of his/her salary (\$5,062) for a standard 3-credit course.
- The salary ceiling limit for summer 2014 is \$96,362 – faculty members earning salaries higher than this amount do not receive additional compensation. No faculty member may teach more than six credits per summer term or 9 credits for the entire summer. Thus, the maximum any faculty member can earn teaching 6 credits during one summer term is \$21,681.48 (6 x \$3,613.58). Salary for those teaching the maximum of 9 credits may not exceed the 33.33333% overall limitation on summer earnings.
- Instructors who are not current employees should be paid at a rate equivalent to the average annual AY salary for instructors in the discipline. Non-Virginia Tech faculty at other ranks should be paid at rates comparable for faculty of that rank.