

## DIVISION OF HUMANITIES

### Guidelines for Approval of Summer School Papers

#### Call for Papers

1. The Summer School Office calls for offers of papers for the forthcoming Summer School during March-April each year. Departments are expected to respond directly to the Summer School Office if they propose to offer a paper (or if they intend to withdraw one that has been offered previously). All such proposals are conditional upon the paper gaining formal approval.

#### Approval of Papers

2. There are three steps required for approval of papers for Summer School

- a. *Academic Approval*

Before a paper can be considered for the Summer School it must have been approved through the normal processes of the Humanities Divisional Board and the Board of Undergraduate Studies.

Where it is a new paper application should be made using both Form 3 *Proposal for a New Paper*, and the Summer School form *Proposal for New Summer School Paper*.

Where an existing paper is being converted to a Summer School paper use Form 6 *Proposal to Make a Semester Paper a Summer School Paper*.

This step is required only once for each paper.

For a paper to be available for Summer School the following year it must have gained approval by the May meeting of the Board of Undergraduate Studies.

- b. *Approval of Staffing and Resourcing*

This is a Humanities Division process to ensure that the teaching and budgetary arrangements are in keeping with guidelines set out below, and is required each time a paper is to be offered at Summer School. Applications on the Humanities Division form *Approval of Staffing and Resourcing for a Summer School Paper* should reach the Divisional Office by the end of May.

- c. *Final Selection of Papers*

The final selection of papers to be offered at Summer School is made by the Summer School Board at its June meeting. Only those papers that have both academic approval and approval of staffing and resourcing will be eligible for final selection.

#### Staffing

3. Summer School papers may be taught by academic staff already employed by the University, by staff contracted specifically for the summer school, or some combination of the above.
4. All staff teaching Summer School papers must be suitably qualified for the teaching role that they are required to undertake. In general this will require that staff taking a leading role in the design and delivery of a paper would be appointable at Assistant Lecturer level

or higher, and that they have demonstrated research experience in an academic field relevant to the paper. Staff taking lesser roles in teaching need not meet all of these requirements.

5. Where the teaching staff are already employed by the University appropriate adjustments must be made to their teaching workload in the remainder of the year.
6. Each Summer School paper must have a Course Co-ordinator who is responsible to the Head of Department for the academic management of the paper, including its readiness for delivery, the co-ordination of teaching and assessment during Summer School, addressing student issues relating to the paper, and its overall academic standard. The Course Co-ordinator need not be directly involved in teaching the paper, but must be available for contact during the period of the Summer School.

Where a paper is taught solely or mainly by contract staff\*, the role of Course Co-ordinator must be taken by a member of the academic staff of the University who will be available to carry out this role during the Summer School.

[\*This requirement may be waived where the contract staff are former members of University of Otago staff who have sufficient familiarity with our administrative processes and academic standards to undertake the course co-ordination role themselves].

## **Resourcing**

7. Remuneration for contract teaching staff should be calculated by determining
  - a. the level of appointment appropriate for the qualifications and experience of the contractor
  - b. the proportion of Full Time Equivalent workload that their teaching contract requires, using the following guidelines
    - delivery of a paper = 0.100
    - development of a totally new paper = 0.050
    - adaptation of an existing paper to summer school format = 0.025
    - co-ordination teaching and assessment = 0.025
8. Contracts for teaching staff should normally be for a period of 8 weeks commencing in the first week of January and follow the contract salary calculation guidelines set out in Appendix One. Note that preparation time is accounted for by payment of a higher FTE rate, rather than payment over a longer time period.
9. Remuneration for teaching assistants/tutors/demonstrators should be calculated on the same basis as used in the remainder of the year.
10. Where non-salary financial assistance (e.g. travel and/or accommodation for non-local contractors) is to be provided this should be itemised under Other Costs and justified under Budget Justification

## **Appendix One**      Contract salary Calculations (attached)

## **Appendix One: Contract Salary Calculations**

*Step 1 Calculate total contract salary (before holiday pay)*

Formula: level of appointment x FTE (as per Summer School guidelines)  
e.g. LGH01 x 0.125 (delivery & adaptation of existing paper)  
\$50,132 x 0.125 = \$6266.50

*Step 2 Calculate notional fulltime salary for the 8 week contract period*

Formula level of appointment x 8/52 weeks  
e.g. \$50,132 x 0.1538462 = \$7712.60

*Step 3 Calculate appropriate FTE hours for the 8 weeks of the contract*

Formula total contract salary (step 1) divided by notional fulltime salary (step 2)  
e.g. \$6266.50/\$7712.60 = 0.8125 FTE for 8 weeks

*Step 4 Double Check*

\$50,132 x 0.8125 x 8/52 =	\$6266.50
plus holiday pay @ 8%	\$501.32
Total	\$6767.82