



# ECSU

ELIZABETH CITY STATE UNIVERSITY

FOUNDED 1891

# SUMMER SCHOOL

POLICIES & PROCEDURES GUIDE

(amended 1/2023)

**SUMMER SCHOOL POLICIES AND PROCEDURES GUIDE**  
**Elizabeth City State University**

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### *Mission Statement*

In support of the mission of Elizabeth State University (ECSU), the Summer School Program is committed to educating and preparing individuals for Baccalaureate Degree programs in arts and sciences, selected professional and pre-professional areas, and Master's Degree Programs in Elementary Education, Biology, School Administration and Mathematics. Elizabeth City State University offers a challenging and supportive environment that prepares its students, for knowledgeable, responsible participation and leadership in an ever changing, technologically advanced global society. The University promotes excellence in teaching as its primary responsibility to meet the needs of the students and citizens of the state. Through its teaching, research and community outreach, the university seeks to identify and address the needs of northeastern North Carolina with particular attention to supporting its environmentally sensitive economic development.

The goal of the Summer School Program is to offer a wide range of undergraduate and graduate courses to fulfill general education and degree requirements. Courses will be offered in both face-to-face and online formats to meet the educational needs of students.

The purpose of summer school is for students to:

- Accelerate their progress toward a degree;
- Take courses which they missed during the regular academic year;
- Satisfy course deficiencies;
- Pursue their graduate education aspirations; and,
- Enhance their career prospects

### *Calendars*

Summer School will be comprised of three (3) separate and distinct sessions:

- One (1) eight-week main session
- Two (2) five-week sessions

Dates for the Summer School sessions will be established by the Associate Vice Chancellor for Academic Affairs, in consultation with the Director of Summer School and within the constructs of ECSU calendaring guidelines. Each session of Summer School will have its own specific operating calendar, as established by the Registrar in consultation with the Director of Summer School. The academic calendar for the three summer sessions can be located on the Summer School webpage. Programs Coordinators are required to submit a preliminary Summer School course offering schedule to the Chair of the Department based on the academic scheduling timeline received from the Office of the Provost. Courses will be entered into Banner and available during Spring pre-registration until the late registration period for Summer School ends.

### *Scheduling*

The Office of Summer School will submit the combined preliminary and finalized course offering schedules in accordance with the schedule and deadlines established by the Office of the Provost. All Summer School course offerings, class schedules (e.g., class periods) will adhere to the requirement of 900 contact minutes per one hour-credit course, including the final examination. Contact-minute requirements for laboratory courses, internships, etc. are guided by standards established by the University. The full hybrid schedule for (1, 2, and 3 credit hour course(s) is available on pages 7 - 8.

- Both online and face-to-face courses must provide instructional and learning activities equivalent to the required number of contact hours.
- Both online and face-to-face courses, faculty are expected to grade assignments and provide feedback within 7 days of submission.
- Both online and face-to-face courses, faculty are expected to respond to student emails within 24 hours.
- For online courses, faculty must have access to the internet for the entire summer session.

All course enrollments should adhere to the class size guidelines as outlined in Table 1. Exceptions to these requirements should be submitted in writing to the appropriate Dean. If approved, the Dean will forward the exception to the Director of Summer School for final approval. If the request is granted, the Director of Summer School will notify the Academic Schedulers to make appropriate adjustments to course limits. Faculty compensation will be pro-rated for approved classes below the minimum and above the maximum class capacity. Each independent study will be a separate section based on hours of credit and instructor.

Each section will carry a separate number code as the instructor of record will be designated for grading and payroll purposes. Independent Study proposals must be signed and submitted by the end of the stated registration period (i.e., the period with late penalties) for students to avoid late fees (late registration and late payment fees) and faculty to be paid.

### *Class Size*

Table 1 provides an overview of required class sizes as related to faculty compensation. Class sizes are to be set to "Standard Course Limit." Exceptions must be requested in writing and approved by both the Dean and Director of Summer School. For details on faculty compensation, see "Workload and Compensation Guidelines. For details on course cancellation policies, see "Course Minimum Enrollments/Cancellations.

**Table 1***Class Capacity*

<b>TYPE COURSE</b>	<b>MINIMUM</b>	<b>MAXIMUM</b>
<b>Undergraduate</b>	12	25
<b>Graduate</b>	7	12
<b>Online</b>	12	25
<b>Teacher Partnership</b>	12	25
<b>Internship</b>	1	25

*Course Minimum Enrollments/Cancellations*

Course cancellations are coordinated by the Director of Summer School in consultation with individual faculty and in accordance with cancellation dates as established by the registrar and student billing. Generally, these cancellation dates are established as the end of week 1 or by the date established by the Registrar. The registrar will at that time automatically cancel all courses that have “zero” enrollment. Individual faculty members make the decision regarding course continuation or cancellation in concert with the Director of Summer School due to low enrollment; no course is cancelled without first consulting with the faculty member teaching the course. The decision to continue or cancel a course is made in consultation with the Director of Summer School by the first day of the summer session. Course cancellation dates are noted and forwarded to the registrar. In no case will a class be retained until the first-class day of any Summer School session and then cancelled solely if enrollment does not meet the faculty member's expectations.

Compensation is guaranteed at the enrollment level established at the date of stabilization on course continuation/cancellation, with the exception of internship supervision, which will be paid at actual enrollment levels. Should the enrollment subsequently increase, compensation will increase based on established compensation schedules (see Table 2). Should the enrollment decrease, faculty compensation will not be decreased, but will remain at the level established on the date of stabilization regarding course continuation/cancellation. With less than full enrollment, a prorated portion of the full salary will be paid. (See Faculty Workload and Compensation Guidelines).

*Excess Class Complement**Faculty Workload and Compensation Guidelines*

Instructors may teach up to two (3 hour) courses (6 credit hours) per session or a 4-credit hour course and a 3-credit hour course for a total of 7 credit hours. However, faculty cannot exceed 12 credit hours for all three summer sessions. Exceptions to this limit should be submitted in writing with a rationale to the appropriate Dean. If approved, the Dean will forward the exception to the Director of Summer School for final approval. Therefore, the maximum number of face-to-face or on-line courses any individual faculty member may teach during Summer School is an equivalency of 12 credit hours.

If a faculty member is supervising internships, then he/she may teach an additional course or courses if the total credit hours do not exceed the maximum credit hours generated as previously cited. A Letter of Intent (LOI) will be prepared by the Office of Summer School and forwarded to each instructor not later than May 9<sup>th</sup> specifying each course (name and nomenclature) and the projected compensation level. (See Letter of Intent in the Appendix)

The projected compensation level will be based on instructor rank and credit hours taught without adjustment. Compensation for face-to-face or on-line teaching is based on a combination of class size, faculty rank and student enrollment beyond the standard course limit. Faculty compensation rates are reviewed annually and are subject to cost-of-living adjustments. The Director of Summer School will establish faculty compensation within 7 days after late registration for all Summer School sessions.

### *Letter of Intent*

Each faculty member identified to teach a course during Summer School will be issued a Letter of Intent (LOI) not later than 10 business days prior to the first day of class. This LOI will list the following: the name, number, credit hours, and length of each course and the expected compensation. The compensation in the letter of intent is based upon academic rank, the number of credit hours, and the enrollment. LOI's will be delivered through traditional or electronic mail. Original signatures (physical or electronic) will signify the instructor's agreement to teach the courses listed based on the minimum enrollment of twelve (12) or more students for undergraduate courses or seven (7) or more for graduate courses. The University reserves the right to cancel courses which do not have a minimum enrollment of five (5) students per undergraduate course or a minimum of three (3) students per graduate course.

### *Adjunct Faculty Administrative and Logistical Support*

All issues involving the appointment/ hiring process, office space provided, telephone access, computer access, keys, office hours, university parking fees, e-mail address, teaching load, syllabi, textbooks, photocopying, access to university polices, and other administrative/logistical matters in support of adjunct faculty members teaching during Summer School will be prescribed by *existing university and individual school pol*

**Table 2** *Sample Summer Faculty Salary Scale  
Rate per Credit Hour*

Rank	Pay
Graduate Professor	\$1,231.20
Graduate Associate	\$1,155.60
Professor	\$1,080.00
Associate Professor	\$972.00
Assistant Professor	\$864.00
Lecturer	\$810.00
Adjunct	\$756.00

**Course Schedule**

A hybrid schedule format will be used for all face-to-face classroom instructions. The course schedules must meet the required 900-minute contact time and must be strictly followed. Faculty are expected to hold class meetings at the scheduled times and locations and not shorten the teaching schedule. Any changes should have approval by the Summer School Chair and Director of Summer School. Faculty are encouraged to follow these schedules maintaining strict attendance. Students will not be allowed to register for classes with duplicate/overlapping course times.

Faculty are permitted to alter scheduling to meet specific laboratory requirements. Extended scheduling (laboratory) must be approved by the Summer School Chairperson. A sample schedule is below in

**Table 3** *Summer School Face-to-Face Schedule  
(5 Weeks)*

5-week session – face-to-face courses		
3-Credit Hour Course		
Days	Location	Hours Per Day
Monday	Zoom - synchronous	1 hr. 50 mins.
Tuesday	On campus	1 hr. 50 mins.
Wednesday	On campus	1 hr. 50 mins.
Thursday	On campus	1 hr. 50 mins.
Friday – no test or quiz	Review Period or Reflection/Discussion Board Assignment	1 hr. 50 mins.

<b>5-week session – face-to-face courses</b>		
<b>2-Credit Hour Course</b>		
<b>Days</b>	<b>Location</b>	<b>Hours Per Day</b>
Monday	Zoom - synchronous	1 hr. 30 mins.
Tuesday	On campus	1 hr. 30 mins.
Wednesday	On campus	1 hr. 30 mins.
Thursday – no test or quiz	Review Period or Reflection/Discussion Board Assignment	1 hr. 30 mins.
Friday	No Class	N/A

<b>5-week session – face-to-face courses</b>		
<b>1-Credit Hour Course</b>		
<b>Days</b>	<b>Location</b>	<b>Hours Per Day</b>
Monday	No Class	N/A
Tuesday	On campus	1 hr. 30 mins.
Wednesday	On campus	1 hr. 30 mins.
Thursday	No Class	N/A
Friday	No Class	N/A

***Compensation for Supervision of Internships***

The rate paid will be based on 1/10 of posted compensation rate (based on the faculty rank) times the number of hours supervised. Internship supervisors are expected to abide by specific guidelines, as established by the policy below. The maximum amount that can be earned in the supervision of internships in any given summer and by any individual faculty member is the equivalent of three (3) sections of 3 credit internships, with 10 students enrolled in each section (classroom or online)  $3 \times 3 \times 10 \times \$60.00 =$  (a total of \$5,400). However, if the appropriate Dean recognizes extenuating circumstances that may require an individual faculty member to supervise more than this amount, then the Dean may approve an overload and submit said overload, in writing, to the Director of Summer School for final approval. Compensation will then be adjusted at a per-student rate over and above the maximum amount noted. Individual departments may identify as many internship supervisors as are needed to meet student demand. These policies apply to all forms of supervised internships.

Internship supervisors for summer interns will perform the following minimum expectations:

- Meet during the previous fall and/or spring semesters to orient internship applicants and verify the eligibility of the applicants. Documentation is required along with the roster of students who attended the orientation.
- Plan and facilitate the placement of students who satisfy eligibility criteria. Documentation of placement is required.
- Maintain regular contact with the interns after placement, including making site visits within the northeastern North Carolina and Southeastern Virginia regions. Virtual site visits will be made with interns placed at facilitates beyond a 100-mile radius of the University.
- Sustain periodic contact with the on-site supervisors of the interns. Documentation should be submitted to Summer School Chair.



- Foster a constructive relationship at the internship site and act on behalf of the mutual interests of all concerned.
- Assign grades based on departmental expectations.
- Establish and conduct appropriate assessments as approved by the department chair and dean.
- Academic departments have exclusive prerogative to determine the following academic procedural matters.
  - Approve faculty as internship supervisors.
  - Select or approve internship sites.
  - Establish the internship approval process including verification of eligibility.
  - Specify grading and determine the evaluation process of the students

Departments set the maximum limits for internship sections. Any exceptions to these policies regarding internship duties are to be approved by the appropriate dean and submitted to the Provost for approval and to the Director of ~~and~~ Summer School for eventual implementation.

### *Logistical Budget Allocations*

Separate operating and logistical budget are not allotted for Summer School. The Director of Summer School has limited funds that will be utilized to address needs as their arise. The Summer School Chair can submit requests to the Director of Summer School and consideration will be given on an individual basis.

### *Course Evaluations*

At the end of each summer session, faculty will administer course evaluations. Faculty will use the University's standard "Student Evaluation of Instruction" instrument to evaluate courses. All evaluations will be populated in the course Bb shell for both face-to-face and online courses.

### *Distance Education*

Faculty members are eligible to teach online courses after completion of the required Bb training (Blackboard Ultra Teaching and Learning Online Certification course and the Quality Matters' Applying the Quality Matters Rubric workshop during the first term of online teaching).

For more information about the required courses to provide online instruction, please contact the Director of Distance Education. Faculty requesting to teach online courses must be cleared by the Director of Distance Education prior to receiving a Letter of Intent.

Faculty will use the "[Blackboard Development Checklist for Online Courses](#)" form as a checklist to verify they have included all the required items in their online course in Blackboard. The purpose of the Blackboard Development Checklist for Online Courses is to provide a consistent organizational/navigational format and to provide content guidelines for faculty to incorporate when transferring a face-to-face course to the online environment.

### ***Student Registration***

The announcement of summer schedules and pre-registration will be in accordance with the dates established by the Registrar in consultation with the Director of Summer School. See the "Calendars" section of this policy guide for more information. Student course loads (for both graduates and undergraduates) should be limited to 12 semester hours in Summer School. Exceptions to these limits should be approved by the student's academic advisor, department chair, dean, Director of Summer School, and Academic Affairs. This approval document will allow the registrar to use established procedures for overriding of credit hour limits per summer session.

### ***Student Billing/Fees/Refunds***

Bills are not distributed for Summer School. Students are expected to pay their tuition and fees prior to the first day of class. Students are entitled to a full refund of tuition if they withdraw from Summer School prior to the beginning of the late registration period, a date established by the Registrar in consultation with the Director of Summer School. If a student withdraws from a course during free drop/add and enrolls in another course during Summer School sessions, then he/she will not be liable for any charges related to enrollment in the previous course. Tuition refunds for Summer School will be pro-rated as published in the Summer School Calendar. For special courses of short duration, policy applied on a pro-rata basis in a manner consistent with the policy.

### ***Summer School Advisory Committee***

The ECSU Summer School Advisory Committee is composed of key faculty and staff members. The Committee is chaired by the Director of Summer School, who is a nonvoting member. Committee members will be selected from offices and academic programs across campus. Some of the offices will include:

- The Associate Vice Chancellor of Academic Affairs
- Dean
- Office of the Registrar
- Financial Aid Office
- Director of Distance Learning
- Director of Graduate Studies
- Director of General Studies
- President of the SGA (Student Government Association)
- Director of Housing & Residence Life
- Faculty Senate Chair
- Director of Center for Teaching and Learning
- Representative from Bookstore

The ECSU Summer School Advisory Committee is responsible for the orderly discussions of all relevant issues that impact operation, growth, and efficiency of the Summer School program. Policies and procedures are amended or adopted to facilitate short- and long-range strategic planning. The Summer School Advisory Committee will review current policies relating to Summer School. The Advisory Committee will also recommend marketing strategies and implement initiatives to generate an increase in summer school

enrollment as well as the number and types of courses available to students during these academic terms.

The committee operates under established parliamentary rules and procedures that meet semi-annually (once during each academic semester). Additional meetings may be called by the Chair of the Advisory Committee. The Advisory Committee may, at its discretion, invite additional individuals with expertise to participate in its deliberations. A simple majority of the voting membership shall constitute a quorum, and recommendations of the Advisory Committee must be approved by a simple majority of the members present and voting.

### ***Marketing***

The Director of Summer School shall coordinate and implement a dual level marketing program consisting of:

*Strategic Marketing* to determine how Summer School competes against its competitors in the marketplace. Our aim is to generate a competitive advantage relative to our competitors.

*Operational Marketing* to execute marketing functions to attract and keep students and to maximize the value derived for them, as well as to satisfy the student with prompt services and meeting the student's expectations. Operational Marketing includes the determination of the marketing mix, techniques and strategies to fulfill the following goals:

- The creation of a quality "product" in the development of a learning environment that combines quality courses and effective, student-friendly policies and procedures;
- The dissemination of timely, effective advertising and communication to a wide variety of publics that may be prospective students utilizing print, radio, television and other media.

**APPENDIX:**

**Position Description – Director of Summer School**

Term Appointment: January-December

Compensation for Service:

Supervisor: Vice Provost

**Duties and Responsibilities**

- Plan, develop, organize, and administer summer programming
- Chair the Summer School Advisory Council
- Coordinate course offerings through Department Chairs and Deans
- Coordinate, in conjunction with Deans, the evaluation/assessment of all Summer School offerings
- Coordinate and implement marketing strategies for Summer School to increase enrollments and revenues
- Coordinate with the registrar the day-to-day operating strategies of Summer School
- Prepare and submit an Annual Report which includes an analysis of student success and the impact on persistence and retention
- Maintain the Summer School website with current information
- Respond to inquiries regarding Summer School offerings/concerns from all departments during the Summer School period
- Prepare end of season reports identifying student successes and recommendations for improvement
- Develop and implement strategies to enhance student recruitment and retention
- Serve as liaison with the University community regarding Summer School offerings/activities
- Remain abreast of current trends in Summer School programs
- Represent the University during internal and external conferences/meetings relating to Summer School Programs
- Perform other duties as assigned

### **Position Description – Summer School Chair**

Term of Appointment: May 15th – July 31st  
Position Reports to: Director of Summer School

### **Duties and Responsibilities**

The Summer School Chair should be a tenured faculty member. Any exceptions would require extenuating circumstances and approval of the Director of Summer School. If the Summer School Chair is not a department Chair, continual contact should be maintained with the Chairs of the departments within the School being served.

### **Responsibilities**

- Solicit, organize, coordinate, and manage course and curriculum schedules from deans and academic department chairs for the summer session in a manner sensitive to institutional fiscal and curricular needs.
- Compile and monitor course listings, descriptions, and course/program details to facilitate registration and marketing functions.
- Maintain budget and cost estimates associated with course file. Report status of course budgets and enrollments to the Associate Vice Chancellor for Academic Affairs in a timely way, which may include daily or more frequent reports.
- Coordinate and facilitate publication and print information in order to market the programs' courses effectively.
- Assist and advise on all aspects of Summer School student registration processes, maintaining regular contact with Registrar, Advising, Financial Aid, Admissions, and other student service offices.
- Coordinate faculty contracts for Summer School courses to ensure correct, timely payments. Troubleshoot problems in contract details; advise Academic Affairs and the Office of Human Resources of potential conflicts with university policies.
- Coordinate logistical needs for academic credit courses with appropriate institutional agencies.
- Coordinate contract and payroll issues for course instructors, presenters, faculty, and guests for Summer School courses.
- Conduct regular meetings and presentations to inform all parties involved with aspects of the Summer School academic program (such as the Registrar's Office, Financial Aid, Student Billing, Academic Advising, Facilities Management, Space and Scheduling, and others) to ensure efficient, effective registration cycles.
- Compose and edit text for the Summer School program's marketing publications to ensure accuracy, clarity, effectiveness in attracting students to the program, and conformance with ECSU guidelines for promotional materials.
- Compose, edit, and distribute course solicitation materials for academic departments and colleges.
- Compose responses to internal and external requests from faculty, students, and community members, especially on issues dealing with summer course coordination.
- Recommend policy and procedure changes and update Academic Affairs and other relevant University personnel.
- Compile and report year-end statistics on student enrollment, revenue generation, and cost

for the summer academic program.

- Represent the Summer School program at appropriate meetings and conferences, both internal and external to the University.
- Participate in departmental strategic planning and marketing plan development.
- Participate in revising and updating general departmental policies and documents.
- Perform other functions and special assignments as requested by Academic Affairs.
- Manage the hiring of Summer School faculty following approval by department chairs and deans.
- Develop, supervise, monitor and report on program budgets for Summer School accounts.

**Position Description – Student Mentor**

Term of Appointment: May 15th – July 31st  
Position Reports to: Director of Summer School

**Duties and Responsibilities**

The Peer Educator will be appointed by the Director of Summer School. The Director will identify students-at-risk of not passing summer school and assign them to the Peer Educator.

**Responsibilities**

- Engage with students identified at risk of not passing summer school.
- Plan a mandatory Zoom meeting for all assigned students for the first day of summer school.
- Set up an individual meeting with each student in the first week to ensure they are logging in and on track.
- Contact students at least two times per week via email, text, or telephone to monitor students' progress.
- Follow up with students based upon Director/Chair's feedback about performance in Bb.
- Document contact in E-4U.
- Meet with Director weekly to discuss engagement activities.
- Other duties as assigned.

**Position Description – Administrative Support Associate**

Term of Appointment: May 15th – July 31st  
Position Reports to: Director of Summer School

**Duties and Responsibilities**

The Administrative Support Associate will be a current employee of the University in this position.

**Responsibilities**

- Manage the administrative functions of the Summer School Office.
- Collect and compile the syllabi for summer school.
- Assist with completing the Letters of Intent and Supplemental Pay forms for faculty.
- Assist to monitor the Summer School email.
- Attend Advisory Board meetings and submit minutes.
- Other duties as assigned.



*Letter of Intent*



From:  
 Date:  
 To:  
 Subject:

This email is to determine your intentions as they relate to your employment in the Summer Sessions at Elizabeth City State University. Your assigned duties and responsibilities will include:

Teach the following course(s):

Rate:

Provide a course syllabus in accordance with University guidelines; design and deliver quality instruction in accordance with prescribed University guidelines; and respond to students' inquiries and concerns in a timely manner.

Your projected salary is listed above. The salary is based on the number of credit hours and the number of students enrolled in the course(s). Faculty teaching courses with enrollment of less than 12 students (undergraduate) or 7 (graduate) will receive an adjusted level of compensation. Faculty teaching courses with enrollment of more than 25 students (undergraduate) or 12 (graduate) will receive an adjusted level of compensation, a 1/13<sup>th</sup> increase per student enrollment over 25 undergraduates or 1/18<sup>th</sup> per student enrollment over 12 graduate students. When the enrollment warrants, and as designated by the Summer Program Director, larger classes may be split into two sections. Upon receipt of this letter, please let me know if you want to cancel the course due to low enrollment.

**See the current Faculty Compensation Rates below:**

Rank	Pay
Graduate Professor	\$1,231.20
Graduate Associate	\$1,155.60
Professor	\$1,080.00
Associate Professor	\$972.00
Assistant Professor	\$864.00
Lecturer	\$810.00
Adjunct	\$756.00

A Supplemental Pay Form will be submitted following class stabilization after the opening of the summer sessions. This will enable the University to accurately determine faculty compensation. Payment for the five-week session will be in the June payroll. Payment for the eight-week session will be in the July payroll.

If you accept the above assignment and the projected salary with possible adjustments as described for low enrollment, please inform us by clicking “accept” in the voting section appearing below your name in the header of this email. Otherwise, please select “decline.” (If you do not see the voting buttons, reply with “I Accept” or “I Decline.” **Please respond by**

We appreciate your service to the University and trust that you will indicate your intention to serve as a faculty member in the Summer Session.

*Summer School Administrative Structure:*

