

# Standard Practice Guide Policies

## Summer Appointments - UM Ann Arbor

201.04

**Applies to:** Tenure Track Faculty

### I. POLICY

Tenure track faculty with University-Year (nine-month) appointments are obligated to provide services for a nine-month period. The nine-month period is comprised of two terms, each of which is four months in length, and one month of scholarly non-teaching time. Scholarly non-teaching time provides for such activities as supervision of dissertation work, course development and preparation, departmental research, committee work, and other counseling or administrative assignments, and is usually scheduled for the month of May unless the faculty member has a spring term teaching appointment. Scholarly non-teaching time for tenure track faculty who have taught in the fall and winter terms and are assigned to teach in the spring half-term will be postponed until the month of July.

University policy enables tenure track faculty with University-Year appointments to receive summer appointments on an ad hoc basis, with compensation at a rate of one-ninth of the faculty member's University-Year salary for each such month.

### II. REGULATIONS AND DEFINITIONS

Tenure track faculty with University-Year appointments may be granted ad hoc summer appointments for teaching, research, or service. Authority to approve summer appointments resides with the dean (or designee). Approval of a summer appointment is contingent upon the following requirements being met:

- A. Obligations of tenure track faculty for nine months of effort under the University-Year appointment must be fully met.
- B. No more than the equivalent of two months of full-time teaching during the summer is permitted.
- C. If the appointment is for research, the rules of the funding source (i.e., grantor) must permit the proposed summer appointment and funding must be available. (Project representatives in the Office of Research and Sponsored Projects should be consulted if there are questions regarding grant regulations.)
- D. A summer appointment paid using sponsored resources (direct or cost-sharing) is limited to no more than two and one-half months of a full-time appointment.

### III. PROCEDURES

Each school or college is responsible for establishing its own internal procedures.

### Notes

August 2024 - Changed “terms I and II” to fall and winter terms and “term IIIA” to spring half term.

July 2018 - Reviewed with no changes

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