

**Summer FTE for faculty:**

Faculty on 9-month academic contracts should generally not be asked to perform work for the college over the summer (June 16-September 15) without prior discussion with the faculty member and a summer appointment being in place. To support faculty members in this effort, the college has implemented the following teaching and advising guidelines:

1. Activities related to MPH students:
  - a. For students who want to graduate in spring, the final oral exam must occur by June 15.
  - b. For those students who must graduate in the summer: the adviser will be paid 0.03 FTE to guide/prepare the student for the ILE (for the duration of the summer). Students will need to complete their ILE with their committee after September 15 and before the first day of fall classes. Some options may need to adjust their ILE deadlines to make this work, and this may not be feasible for all options.
  - c. Students will not receive a summer diploma, but instead will receive a fall diploma. The transcript will include a notation to indicate the date when all degree requirements were completed.
  - d. Extenuating circumstances for exceptions can be approved by the adviser, unit head, and the associate dean for academic affairs.
  
2. Activities related to MS and PhD students:
  - a. For students who want to graduate in spring, the defense must occur by June 15.
  - b. For those students who want to graduate in the summer, their defense must occur after September 15 and before the first day of fall classes. Students will not receive a summer diploma, but instead will receive a fall diploma. The transcript will include a notation to indicate the date when all degree requirements were completed.
  - c. For those students who want to defend their proposals or complete other exams during the summer, they should wait until after September 15<sup>th</sup>.
  - d. Extenuating circumstances for exceptions can be approved by the adviser, unit head, and the associate dean for academic affairs.
  
3. Activities related to MAPE students:
  - a. Due to the 14-month design of the MAPE program, students must defend in the summer. The main adviser teaches a course to cover the mentoring part for the students. The committee member will receive 0.03 FTE for one month.
  
4. Activities related to MATRN students:
  - a. The students complete their degree each spring by June 15<sup>th</sup>.
  - b. For those students who need to graduate in the summer, their defense must occur after September 15 and before the first day of fall classes.
  - c. Extenuating circumstances for exceptions can be approved by the adviser, unit head, and the associate dean for academic affairs.
  
5. Activities related to graduate teaching assistants (all programs):
  - a. For students who are graduate teaching assistants and who because of Suffix 55 need to register for 3 credits of thesis or research with their adviser or other faculty member, the student and the faculty will write out a plan of work before June 15 for work that the student can carry out over the summer without the faculty needing to be involved.