

Summer APDB Guidelines

In most cases, the summer APDB process is the same as for the academic year. The following guidelines apply to summer APDB only.

Summer Supervision

- Continuing supervision - Tenure-track faculty who are listed as the faculty of record for thesis and dissertation direction don't have to be paid extra during the summer for continuing supervision that is an extension of academic year work. If a faculty member wishes to supervise a special study (499, 798, etc.), the decision to schedule it should be made by the chair/director and dean. If the independent study is an extension of regular academic year work (for example, in a faculty member's laboratory), it can be treated the same as thesis or dissertation direction.
 - If the tenure-track faculty does not have a teaching appointment during the summer session for which they volunteer for continuing supervision, a note should be added to the pre-FAD and the faculty will be entered in SIMS as an adjunct by ASIR.
 - If the tenure-track faculty does have a teaching appointment during the summer session for which they volunteer for continuing supervision, note the continuing supervision on the pre-FAD and the overload will be reported as it is for Fall and Spring.
- Non-continuing supervision - If summer supervision is a discrete project and is approved by the chair/director, a summer ATF should be submitted and the faculty member will be paid accordingly, or the chair/director may decline to approve scheduling the supervision section. Any special situations can be reviewed with Faculty Advancement.
- Lecturer supervision – Lecturers must be paid for all summer supervision.

12-month Faculty Appointments

Faculty with AY appointments must be paid for summer work. Faculty with 12-month appointments who teach during the summer should be handled one of the following ways:

- In any cases where the 12-month duties do not cover summer teaching, a summer ATF must be submitted. (The 12-month appointment must be less than full-time.)
- If a faculty's assigned duties for their 12-month appointment cover summer teaching (e.g., full-time administrative appointment) or where limited summer supervision is covered by their 12-month appointment, they do not require an adjunct appointment form or summer ATF. In this case, a note should be added to the pre-FAD and the faculty will be entered in SIMS as an adjunct by ASIR.