2013 Summer Term Instructional Salary Budgeting in SIS

Overview

Beginning January 28, 2013, departmental summer coordinators and/or business staff will complete the electronic Course Proposals Extended Studies form in SIS. Faculty and TA salaries, student labor charges, and course-related supplies expenses are entered into the Course Proposals Extended Studies form for each course offered in the Summer Term. The Course Proposals Extended Studies form is routed electronically to the chair, dean and the Office of Extended Studies, securing required approvals each step of the way. For J1, H1 or F1 (student) visas, full-time 12-month faculty or 12-month GAs, Academic Affairs approves Summer Term appointments in ARS only after the Course Proposals Extended Studies form has been approved at all levels. The form needs to include the names of the lecturers as well as the exact amounts to be paid to the individuals. ARS requests will not be approved if this information is not provided.

How to Prepare and Route/Process the Summer Course Proposal Form

Screen: Course Proposals Extended Studies

Before beginning, the department’s scheduling officer must enter all courses for the Summer Term. Summer courses and sections automatically rollover from the previous year in the scheduling system. Changes for summer course offerings, instructors, days/times offered, etc. are entered into SIS in the same manner as Fall and Spring.

1. Enter Course Prefix (dept code), Session (1 or 2) and Term (1305); press ENTER to process. All courses entered by the department for the Summer Term should be listed; contact department scheduler if a course is missing from the list.

2. Enter budget information for: Rank, Section Salary, TA Cost, Labor Cost and Supply Cost.

NOTES:

a. Only Section Salary field can hold a decimal point; all other fields must be in whole dollar units.
b. Section Salary is for the instructor displayed on the form. Instructors whose Summer Term salaries are to be reimbursed to the departments must indicate this fact in the notes screen along with the department FRS account number.
c. TA, Labor and Supply Cost entries are total combined costs for each. TA and labor staff whose Summer Term salaries are to be reimbursed to the departments must indicate this fact in the notes screen.
d. Rank and Salary:
   - All current faculty will be pre-populated with rank and salary information.
   - An “*” (asterisk) next to rank indicates the instructor is paid on a 12-month basis.
   - If rank is missing, enter a “?” to view a list of ranks and enter. Salary will remain blank.
e. To view historical data, place cursor on the section line and press F5 (this data is view only).
f. All instructors are initially assigned the Contingent Contract type, denoted by the letter C, as the default contract for instructional services located under the CN TP column. If your department elects to pay an instructor by Non-Contingent Contract, first enter N in the CN TP field. Then, in the Notes Screen, include a justification for the non-contingent contract choice. The summer course proposal screen will not process to the department chair for approval when the contract type is N unless a justification is entered in the Notes Screen.
g. To add a NOTE, enter E (for edit) in the NOTE (N) field. After inputting notes, press F3 to return. A “Y” will appear in the N field.
3. After completing entries for both sessions, press **F4** once to enter the e-mail screen and again to route the *Course Proposals Extended Studies* form to the department for approval. **F4** routes each screen; Summer Session I and II must be routed individually. **Status:** AT DEPT.

The *E-mail Approval Notice* screen lists the e-mail recipients.
- Enter "me" to retrieve the *Course Proposals Extended Studies* form creator's e-mail address.
- Enter other e-mail addresses (one per line) as needed.

Press **F4** to send the *Course Proposals Extended Studies* form forward for approval.

**NOTE:** The department chair or his/her designee will receive an automatic e-mail notification that the summer course budget proposal is waiting for approval. The chair/designee can change any of the budget items directly. Or, the form can be sent back to the creator to enter the changes. If it is returned to the creator, the summer course proposal form status reverts to **Pending**.

4. After department approval, it will be routed to the college for approval. **Status:** AT COLL

5. After college approval, it will be routed to the Office of Extended Studies. **Status:** AT EXST

6. Following the Office of Extended Studies approval, the Status changes to **APPRVD**.

Departments must e-mail budget change requests that occur after March 7 to OES at summer-sched@umd.edu with cc: to both the department approver and college approver. OES business staff will enter the changes to the *Course Proposals Extended Studies* form as they are approved.