

## **Guidelines for Summer 2020 Tuition Distribution**

During these difficult and uncertain economic times it is imperative to remain flexible and adaptable. As a result, Georgia Tech is implementing a new tuition distribution model for Summer 2020.

The tuition distribution memo from the Provost's Office dated April 22, 2020, replaces the previous Institute summer incentive program and the Summer Online Undergraduate Program (SOUP) allocation model and is designed to maximize summer revenues and fund direct costs as needed.

**The following are Frequently Asked Questions to help clarify the Summer 2020 allocation program**

### **What are direct expenses?**

Direct expenses are those easily traceable as supporting summer semester course delivery. These expenses include: faculty salaries, teaching assistants, and other direct costs as needed.

### **How should I track my direct expenses?**

Workday can help track direct expenses for summer. New designated worktags to track related expenses can be requested through [services.gatech.edu](https://services.gatech.edu).

### **What is the process to submit direct expenses for reimbursement?**

Requests for reimbursements should be coordinated through each college's Dean's Office. One consolidated request for reimbursement of direct expenses should be sent to Summer Session Initiatives, after the completion of summer semester and should be submitted at the CRN (most granular level). The office of Summer Session Initiatives will analyze the direct expense requests to ensure they are appropriate. All course allocations for direct expenses should reimburse the home department of the teaching faculty member. Submissions and specific questions may be directed to DeMorris Walker, Director of Summer Session Initiatives at <mailto:demorris.walker@gatech.edu>. The excel template for the submission can be found [here](#).

### **How do we receive funding for technology expenses related to shifting to online instruction for summer in FY20?**

Colleges may charge technology purchases required for online course delivery for the summer directly to the designated worktag DE00016839 "Summer 2020 Online Instruction Costs" by June 19. This designated worktag has been set up with a central approval to ensure the purchases are Technology Fee eligible.

### **How do we request Graduate Teaching Assistants (GTA) and Graduate Assistants (GA)?**

De Morris Walker will be responsible for reviewing and approving GTA and GA needs and requests. Expenses for GTA/GAs are reimbursable as direct expenses.

**How is GTA/GA eligibility determined?**

GTA and GA allocations will be based on course enrollment, as indicated in the table below:

Enrollment	GTA/GA FTEs
7-14	0.5
15-29	1.0
30-44	2.0
45-59	3.0
60-74	4.0
75-89	5.0
>= 90	6.0

The amount of students in the course will be measured as of the day after drop/add. Should course enrollment exceed 90 students, GTAs and GAs will be available proportional to the chart above; therefore, it is not necessary to split courses with large enrollments above 90.

**If a graduate student is not enrolled over the summer, may we still hire them as Graduate Assistants?**

Graduate Assistants not enrolled are eligible to be hired and can be paid per the guidelines below.

**How much can I pay my Graduate Teaching Assistant and Graduate Assistants?**

Below are the average GTA/GA stipends per college:

College	Rate per Month
CoE	\$2,288
CoS	\$2,250
SCoB	\$2,500
IAC	\$2,068
CoC	\$2,475
CoD	\$2,224

Colleges may pay GTA and GAs according to their typical rates; however, expenses for GTA and GAs will be reimbursed at the average rate per month according to the chart above.

**May we hire Undergraduate Teaching Assistants?**

Undergraduate Teaching Assistants may be hired at rates consistent with previous practice.

**What amount should we use for 1 month of faculty salary?**

Faculty may be paid at a rate determined by the college; however, faculty salaries will be reimbursed for one month of pay per course. The [excel template](#) collects the data at the individual faculty member level. While there is no limit on the actual rate, total summer compensation may not exceed 1/3rd of their regular nine months compensation for the previous academic year per Georgia Tech Policy [3.3.2 Salary Determinations for Tenure-Track Faculty](#).

**Can a college hire Part-time or Adjunct Instructors for summer courses and receive reimbursement for direct costs? If so, how much can we pay them?**

Part Time or Adjunct Instructors (which might include post-docs) may be appointed as instructors-of-record for the summer semester, consistent with previous semesters and factors, including class size. These will be reimbursed at a rate determined by the college.

**Can a college hire Graduate Student Instructors?**

Graduate students who will be the instructors of record for a course will be hired as GTAs with their entire summer stipends eligible for reimbursement as a direct expense.

**How are multiple sections of the same course handled (i.e. offered during different summer sessions, or originally created in F2F and SOUP modes in the same summer session)? Are we reimbursed for instructor costs for each section, or only once per course number?**

- Sections of the same course offered in multiple terms (full summer, early short, or late short) will be paid separately, but as mentioned above summer salary may not exceed 1/3<sup>rd</sup> of regular nine-month salary.
- Multiple sections with different instructors will be paid separately.
- Cross listed courses on campus (with a different CRN) will be paid only once (similar to previous years).
- Courses with both undergraduate and graduate course numbers, or two undergraduate course numbers, will count as one class and paid only once.
- SOUP (Campus 1) sections and Campus A sections will be paid separately.

**Does my college need to request the indirect incentive?**

No action is needed on the part of the colleges to receive indirect incentive funds. Once the direct and GTPE fixed costs are covered, the remaining funds will be split between academic units (25%) and the central institute budget (75%). Each College will receive indirect incentive based on the college's teaching credit hours.

**When will colleges receive reimbursements for direct expenses and the indirect incentive?**

The reimbursement for direct expenses and the indirect incentive will occur in Fall 2020, which is consistent with the previous summer incentive program and SOUP.

**Are we still allowed to offer waivers?**

Colleges are still eligible to offer waivers for the summer; however, the indirect incentive is net of waivers. An increase in waivers will negatively impact the amount available to be returned to the colleges. As such, waivers will be monitored and are expected to be reasonable based on current conditions.

**Do the colleges have to cover costs associated with GTPE or GT1000?**

GTPE will receive reimbursement for direct costs, similar to the colleges, before distribution of the indirect (75%/25%) incentive. All GT10000 expenses will be covered centrally.

**Will colleges still receive funds for Summer Session's Course Development Grants?**

The Course Development Grants will be funded as previously communicated.

**How much revenue is projected to be available this summer to support this program?**

The amount of available revenue is dependent upon the summer enrollment and waivers offered. Increases in the amount of students and credit hours will improve the distributions back to the colleges. An increase in waivers will reduce the amount available. In summer 2019, \$5.5 million was allocated as part of the summer incentive program and SOUP.

**What happens if there are not enough funds to support direct costs?**

In the event direct costs exceed summer revenues, the reimbursement to the colleges will be limited or reduced proportionately.