

## **Guidelines for Summer 2021 College Direct Expense and Incentive Distribution**

The pandemic economy remains tenuous. The Institute is continuing to explore new budget approaches to best manage the uncertainty, while providing resources to achieve our mission and support the new strategic plan components. With that in mind, Georgia Tech is implementing a revised tuition distribution model for Summer 2021.

The tuition distribution memo from the Provost's Office, dated January 26, 2021, outlines the Summer 2021 model's main features, which once again replaces and improves upon the distributions of the Institute summer incentive program from Summer 2019 and before. This summer's model is designed to provide some incentive and still provide full reimbursement of instructional direct costs.

**The following are Frequently Asked Questions to help clarify the Summer 2021 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, particularly technology needs supporting instruction.

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

Workday can help track direct expenses for summer through designated worktags. These worktags assist in consolidating all related summer data with fewer reports and manual data analysis. 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 by each College, after completion of the summer semester and should be submitted at the CRN (most granular level). The office of Summer Session Initiatives will again provide a template for direct cost reimbursement submissions and 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 Summer Session Initiatives at <mailto:demorris.walker@gatech.edu>.

### **How do we receive funding for technology expenses related to instruction for summer in FY21?**

Colleges should charge technology purchases required for course delivery for the summer directly to the designated worktag DE00016839 "Summer 2021 Technology Fee" by June 18. This designated worktag has been set up with a central approval to ensure the purchases are Technology Fee eligible.

**What are the minimum course enrollments required to receive the direct expense reimbursement?**

The minimum enrollments by College are:

College	Undergraduate Course Minimum Enrollment	Graduate Course Minimum Enrollment
CoE	17	9
CoS	15	8
SCoB	23	12
IAC	14	7
CoC	18	9
CoD	12	7

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

Expenses for GTA/GAs are reimbursable as direct expenses. Assigning graduate students should follow customary practices and the course enrollment eligibility as outlined below.

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

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

This year the TA enrollment threshold may be averaged at the College-level to provide flexibility for certain lab/studio courses which make use of a smaller Student:TA ratio than in the Provost's memo and provided below. The need for such averaging should be discussed with your appropriate College Associate Dean. Approval should be received from the Provost Office via De Morris Walker, prior to the summer session.

Enrollment	GTA/GA FTE
7-24	0.5
25-49	1
50-74	2
75-99	3
100-124	4
>=125	5

The amount of students in the course will be measured as of the first day of instruction. Should course enrollment exceed 125 students, GTAs and GAs should be proportional to the chart above; therefore, it is not necessary to split courses with large enrollments above 125.

**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 maximum GTA/GA stipends allowable for reimbursement per college:

College	Rate Cap per Month
CoE	\$2,475
CoS	\$2,417
SCoB	\$2,500
IAC	\$2,333
CoC	\$2,475
CoD	\$2,475

Colleges may pay GTA and GAs according to their typical rates; this summer, expenses for GTA and GAs will be reimbursed at their typical rate, considering cap guidelines above, instead of the average rate reimbursed last summer.

If colleges need to submit an exception to the per month cap, please submit a justification to the Provost's office via Summer Session Initiatives at <mailto:demorris.walker@gatech.edu>.

**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 at the customary rate of 1 month of salary per three-credit hour course (pro-rated for courses carrying other amounts of credit). Reimbursement of costs for 12-month faculty who instruct in the summer will only be provided in cases where summer instruction is **NOT** part of their regular duties. Exceptions to customary pay rates should be requested and approved prior to the summer session. Approval should be requested from the Provost's Office via Summer Session Initiatives at <mailto:demorris.walker@gatech.edu>.

The template for direct cost reimbursement collects the data at the individual faculty member level. While there is no limit on the actual rate, total faculty summer compensation may not exceed 1/3rd of their regular nine-month 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, Adjunct Instructors, Post-Docs, Graduate Students, etc for summer courses and receive reimbursement for direct costs? If so, how much can we pay them?**

Part-time, Adjunct Instructors, Post-Docs, Graduate Students, etc 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. Additional information may be requested as back-up.

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

Yes, graduate students who are instructors of record for a course will be hired as GTAs with their entire summer stipends eligible for reimbursement as a direct expense. Any exceptions should be submitted for approval to the Provost's via Summer Session Initiatives at <mailto:demorris.walker@gatech.edu>.

**How are multiple sections of the same course handled (i.e. offered during different or within the same part of term)? 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 reimbursed separately.
- Cross listed courses (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 reimbursed only once.

**How will the incentive funds be distributed?**

The incentive pool is 15% of the combined direct costs for all colleges. The incentive will be distributed to the colleges based on credit hours earned. For example, if a college generates 10% of the total credit hours for summer, they will receive 10% of the total incentive pool.

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

No action is needed on the part of the colleges to receive incentive funds. Once the direct costs are covered, the incentive will be calculated as described above and distributed to the colleges.

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

The reimbursement for direct expenses and the indirect incentive will occur in Fall 2021 with a target of the September or October budget amendment. This timeline is consistent with the previous summer incentive program.

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

Colleges are still eligible to offer waivers for the summer. Waivers will be monitored and are expected to be reasonable based on current conditions.

**What is the deadline for submitting an exception request?**

Any exceptions to the above guidelines for the Provost's consideration and approval must be submitted by **April 15, 2021** to Summer Session Initiatives at <mailto:demorris.walker@gatech.edu>.

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

GTPE will receive reimbursement for direct costs, similar to the colleges. All GT1000 expenses will be covered centrally.

**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.