University of Houston

Standard Hours for Faculty Instructional Appointments - Summer 2020

	Summer II & IV (6 Weeks) Academic Calendar dates 6/1/2020-7/1/2020 & 7/6/2020-8/5/2020 ePAR dates 6/1/2020 - 7/16/2020 & 7/16/2020 - 9/1/2020				**Summer III (9 Weeks)** Academic Calendar dates 6/1/2020 - 7/21/2020 ePAR dates 6/1/2020 - 8/1/2020				**Summer I (12 Weeks)** Academic Calendar dates 6/1/2020 - 8/7/2020 ePAR dates 6/1/2020 - 9/1/2020			
Faculty Designation	Use Job Codes	SCH	Std Hours	FTE	Use Job Codes	SCH	Std Hours	FTE	Use Job Codes	SCH	Std Hours	FTE
Ben Eligible Faculty during the 9-month Academic Year	1910 - Summer Inst TT	1	6.70	0.17	1910 - Summer Inst TT	1	5.00	0.13	1910 - Summer Inst TT	1	3.40	0.09
	1911 - Summer Inst NTT	2	13.30	0.33	1911 - Summer Inst NTT	2	10.00	0.25	1911 - Summer Inst NTT	2	6.70	0.17
		3	20.00	0.50		3	15.00	0.38		3	10.00	0.25
		4	26.70	0.67		4	20.00	0.50		4	13.40	0.34
		5	33.30	0.83		5	25.00	0.63		5	16.70	0.44
		6	40.00	1.00		6	30.00	0.75		6	20.00	0.50
Non-Ben Eligible Faculty during the 9-month Academic Year		1	5.40	0.14		1	4.62	0.12		1	2.70	0.07
	Lecturer (Category I) - Instruction Only	2	10.60	0.27	Lecturer (Category I) - Instruction Only	2	9.24	0.23	Lecturer (Category I) - Instruction Only	2	5.30	0.13
	1912 - Summer Inst Adjunct	3	16.00	0.40	1912 - Summer Inst Adjunct	3	13.86	0.35	1912 - Summer Inst Adjunct	3	8.00	0.20
		4	21.40	0.54		4	18.48	0.46		4	10.70	0.27
		5	26.60	0.67		5	23.10	0.58		5	13.30	0.33
		6	32.00	0.80		6	27.72	0.69		6	16.00	0.40
		1	6.60	0.17		1	5.66	0.14		1	3.30	0.08
	Lecturer (Category II) Instructional + Additional	2	13.40	0.34	Lecturer (Category II) Instructional + Additional	2	11.31	0.28	Lecturer (Category II) Instructional + Additional	2	6.70	0.17
	Duties	3	20.00	0.50	Duties	3	16.97	0.42	Duties	3	10.00	0.25
	1912 - Summer Inst Adjunct	4	26.60	0.67	1912 - Summer Inst Adjunct	4	22.63	0.57	1912 - Summer Inst Adjunct	4	13.30	0.33
		5	33.40	0.84		5	28.29	0.71		5	16.70	0.42
		6	40.00	1.00		6	33.94	0.85		6	20.00	0.50

Other Job Codes	
1001 - Admin Stipend	For Summer payment of administrative duties
1041 - Endowed Chair Stipend	For Summer payment of Endowed Chair Stipends
1074 - Endowed Prof Stipend	For Summer payment of Endowed Professor Stipends
2090 - Summer Research	For payment of Summer Research
1140 - Temp faculty	For payment of instruction related activities, for example course development for NTT faculty
1938 - Summer Teaching Overload	For payment of teaching overloads in the summer
1949 - Teaching Overload	For payment of teaching overloads during the academic year
1920 (TT) and 1921 (NTT) - New Summer Hire	For use only in conjunction with an **approved** Fall ben eligible hire. These are the only benefits eligible Summer job codes.

Please use a Summer Officer Code with all regular Summer transactions.

Summer Mini Session Courses
ePAR dates should be 5/1-6/1
Summer Mini position title should be Lecturer or Adjunct, if not an overload
If Summer Mini is for a current full time faculty member, use teaching overload (job code 1949)
Use the Mini Officer Code for ALL Summer Mini session assignments