Date: August 30, 1976

From: Office of the Vice Chancellor for Faculty and Staff Relations

Subject: Academic Year Obligation

Recently, the Board of Trustees amended the language of Article XI, Title I, of the Policies to define the academic year obligation as "an annual obligation of service for the academic year; e.g., 10 months." Within that outer limit, it is essential that we have a more precise determination of the starting and ending dates of the academic obligation.

Our current understanding of the effective length of the academic obligation is as follows. The starting date for the academic year obligation is that date in the late summer or early fall when persons having academic-year appointments would be expected to be available for service; the ending date in the spring is that date after which academic-year staff are free to leave the campus and take up other obligations or duties. Within the time span embraced by those two dates, any additional employment of the academic staff beyond the regular obligation constitutes extra service and, as such, is governed by University extra-service rules. The summer period of no obligation is one during which employment outside the University is not limited, but further employment with State University, either summer session or research, may not exceed a net period of two months, unless otherwise authorized by this office.

The definition of the total academic-year obligation for your campus is the principal factor in the determination of an appropriate salary rate for persons engaged in summer employment where their salaries may be charged to a Federal grant or contract. Federal regulations state that the monthly rate of pay for summer research may not exceed the monthly rate paid during the academic year; i.e., the academic-year salary divided by the number of months in the full academic year. Notwithstanding the above, University policy stipulates that the monthly salary rate for full-time summer employment may not exceed 11.11 percent (one-ninth) of the academic-year salary.
If the length of the academic-year obligation at your campus exceeds nine months, then the summer research salary rate would have to be less than one-ninth per month by a proportional fraction.

We shall need to maintain in the central staff a complete listing of academic-year obligations for the University. Summer session appointments may not extend into the academic-year obligation as thus defined, and dual salary payments are not possible during the academic year other than through approved extra-service procedures.

Would you please advise this office, by letter, on or before the start of your academic year of the beginning and ending dates for your annual academic obligation period. A suggested form for such a report is appended. As noted earlier, annual submission will be required.

If you have any questions or problems with the foregoing, please get in touch with my office. Thanks very much for your cooperation.

Jerome B. Komisar

Attachment

cc: Chancellor Boyer

This memorandum addressed to:

Presidents, State-operated Campuses

Copies for information only sent to:

Presidents, Community Colleges
Deans, Statutory Colleges
President Rose
Mr. Barlow
MEMORANDUM

To: Vice Chancellor for Faculty and Staff Relations
From: President ____________, SUNY @ ____________
Subject: Academic Year Obligation, 197__ - 197__

Article XI, Title I of the Policies of the Board of Trustees as recently amended defines the academic year obligation as "an annual obligation of service for the academic year; e.g., 10 months." The purpose of this memorandum is to specify the exact length of the academic year obligation at this campus for ____(year)__.

The official calendar has been set for the year and published in ______. It is my determination that the academic year obligation this year will commence on ____(date)____, and that obligation will come to an end on ____(date)__. Within that period persons having academic-year obligations will be expected to be available for service, consistent with their departmental assignments, program responsibilities and the college calendar.

cc: Chancellor Boyer
Vice President for Academic Affairs