


MEMORANDUM

**Return Contract by
May 15, 2009
To: SS 110**

TO: Summer Sessions Faculty

FROM: Michele Lasak 
Director of Summer Sessions

SUBJ: SUMMER SESSIONS 2009 INSTRUCTIONAL APPOINTMENT

Welcome to Summer Sessions 2009. I am happy to forward the enclosed contract for your Summer Sessions appointment. Please check your acceptance of the terms of the agreement where indicated on the bottom of the form, sign on the signature line and return to the **Office of Summer Sessions, SS 110**. You may wish to make a copy of the original for your own records. Should you have questions concerning the terms of the contract itself, please feel free to contact me or Darlene Scalera, Summer Sessions Coordinator, at 2-5140 or you may e-mail us at MLasak@uamail.albany.edu or DScalera@uamail.albany.edu.

CONTRACT TERMS: The salary appearing on your agreement was submitted by your Department Chair and Dean's Office in compliance with the salary guidelines provided by Summer Sessions. Authorization to pay your summer salary is made by the Office of Summer Sessions upon receipt of the signed original of your contract. By signing this contract, you are indicating that you agree to teach the listed course(s) at the salary submitted by your department for the session, days and times that the course is scheduled to meet. If you have received along with your contract a packet of materials (W4, IT-2104, I-9 forms, etc.), these forms have been enclosed under the direction of the Office of Human Resources Management because you do not appear to have been on University State payroll in the last twelve months. Should you have any questions or concerns regarding the required appointment forms, please direct these to the Office of Human Resources Management, 437-4700. You may also refer to their website at: <http://hr.albany.edu/>.

ENROLLMENT AND COURSE CANCELLATION: Class sections that do not generate enrollments above prescribed minimums **may be** subject to cancellation by the Director of Summer Sessions. The minimum registration required to **guarantee** offering any three credit course is 10 students. **Enrollment under the minimum does not automatically necessitate cancellation of a course.**

Summer Sessions maintains an early-cancellation practice. Course enrollments will be analyzed at the conclusion of the Advance Registration period. Those courses with very low enrollments (0 to 4 students) will be **early cancelled, regardless of session**. Historically, most courses with this low of an enrollment rarely pick up enough students by the start of the session to run. By early cancelling courses that will inevitably be cancelled, instructors of those courses are afforded the freedom to pursue other summer opportunities early on and students will not only have ample time to enroll in an alternate course, they will have the full array of summer courses from which to choose. It is understood that certain courses, due to their enrollment patterns, cannot be early cancelled. Those courses will be considered for cancellation closer to registration day for the session within which they fall.

If your course is cancelled, your appointment for that course does not go into effect.

TEXTBOOKS: Please arrange for textbooks directly with the University Bookstore.