

Summer Session Assignment Guidelines:

Per *The General Rules Concerning University Organization and Procedure* of the University of Illinois:

ARTICLE IV, Section 1(e) Members of the staff required to render services during the academic year may be employed in the summer session or to perform research or other services during a period not exceeding two months and receive for each month of such service additional compensation at the monthly rate of one-ninth of the full-time rate paid for services required during the preceding academic year. Such employment may be for longer periods during the summer only upon the advance approval of the chancellor. Staff members required to render services for twelve months, with allowable vacation, shall not receive additional compensation for services rendered during the summer. For staff members rendering services partly on a twelve-month basis and partly on an academic-year basis, this regulation applies only to the twelve-month portion.

If a faculty member's summer appointment exceeds two months and exceeds the salary rate of two-ninths of the full-time equivalent academic year salary, a request for an exception to the limit on summer appointment should be directed--in advance of appointment setup--to the Provost Office via the form titled *Request for Exception to the Limit on Summer Appointment*.