

E. J. Ourso College of Business
Summer Teaching Funding Proposal Guidelines
Revised, April 29, 2022

To request summer funding to support new course or program development (foundations, chairs, professorships, departmental development funds, etc.) the following proposal guidelines have been established.

1. The requested account must have sufficient funds, including expected funds to cover the contractual obligations to the honorific holder for the next five years
 - a. Honorific holders can get their current account balances and other support on financial calculations from their departmental coordinators.
 - b. To ensure overdrafts do not occur, the maximum amount payable from a Foundation account can be estimated by $(\text{current total balance} + \text{future FY22 expenses}) / 1.44$. This considers a fringe benefit rate of 44% of today but is subject to change per university policy for the following fiscal year.
2. The faculty member requesting the funding must remain employed at LSU the following academic year.
3. The donor intent or accounts used must expressly allow support for instruction. Evidence of this must be included with the funding proposal.
4. **The faculty member's proposal must include the following:**
 - a. Proposed title(s) of the course/curriculum anticipated to result from the summer teaching funding.
 - b. Requested stipend amount (amounts can vary in thirds are calculated from faculty base pay if used).
 - c. Current projected summer compensation amount aside from this request.
 - d. Brief description of the proposed course/curriculum as it would appear if eventually approved for the LSU General Catalog.
 - e. A justification for the request for the new course/curriculum. The justification should state how the proposed course fits existing curricula or how the proposed curriculum differs from the existing curriculum.
 - f. If a new course is being proposed, who will teach the course, when it will be offered, how it will affect teaching assignments in the department.
 - g. An email from the department chair indicating what additional resources, if any, will be needed to implement the new course(s) or curriculum.

The above information should be printed in 12 point font with double spacing and submitted to the department chairperson for review. The chair will forward the teaching proposal to the dean's office indicating whether all of the above requirements have been met.

Faculty members whose request for summer teaching funding are approved must also submit a report describing progress on the new course/curriculum development for which summer funding was used to the department chair and the dean's office by the first day of classes for the fall semester following receipt of the summer teaching funding.