**Southern Adventist University**

**FACULTY SUMMER ACTIVITY PLANNING FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | **School/Dept.** |  | **Date** |  |

**Weeks Activities/Agreement**

|  |  |
| --- | --- |
|  | 38 weeks: school year, colloquium through May graduation |
|  | 2/3/4 weeks: vacation according to policy |
|  | Specific vacation dates: |  |
|  | 4/3/2 weeks: professional activities |

**44 weeks: 10-month contract**

**52 weeks: 12-month contract**

|  |  |
| --- | --- |
|  | 38 weeks: school year, colloquium through May graduation |
|  | 2/3/4 weeks: vacation according to policy |
|  | Specific vacation dates: |  |  |
|  | Free Month dates: |  |  |
|  | 8/7/6 weeks: teaching one session (4-6 weeks) *and/or professional* activitiesa |

**Summer Session Class(es)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Session |  | Weeks |  |
|  | Session |  | Weeks |  |

**Professional activities (**check with number of occupied weeks):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Class revisions |  | Professional reading |  | Research |
|  | Graduate study |  | Professional writing |  | Other |
|  | Recruitment |  | School dean/department chair |  |  |

*Describe professional activities below:*

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| --- | --- | --- |
|  |  |  |
| Faculty Member’s Signature |  | Date |
|  |  |  |
| Approval, School Dean/Department Chair |  | Date |
|  |  |  |
| Approval, Vice President for Academic Administration |  | Date |
|  |  |  |
| Completion Confirmation, School Dean/Department Chair |  | Date |