

HARVARD UNIVERSITY

SUMMER SCHOOL OF ARTS AND SCIENCES AND OF EDUCATION

626 HOLYOKE CENTER, 75 MOUNT AUBURN STREET

CAMBRIDGE 38, MASSACHUSETTS

THOMAS E. CROOKS, *Director*

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TO: Prospective Visiting Faculty Members in Harvard Summer School

Salaries and travel allowances for faculty members in the Harvard Summer School are computed on the basis of academic-year salaries by the formulas described on the attached sheet. However, minimum salaries are established generally on the basis of the Harvard salary structure. If the prospective visitor's current rank is definitely known at the time the informal invitation is extended by the Department Chairman, a minimum salary offer will be mentioned. If, in applying the attached formula, the visitor computes a higher salary than that offered, the higher salary will be confirmed after the visitor receives the formal appointment letter from the Director of the Summer School and has returned it with information on his current rank and academic-year salary.

If the visitor's academic rank is unknown at the time the informal invitation is issued, and if the prospective visitor wishes to know a definite figure before replying informally to the Chairman's invitation, he should inform the Director of the Summer School or the Department Chairman of his exact academic rank (or title and position if not a teaching member of an academic faculty) and his regular salary for the current academic year.

The Summer School salary is always based upon the rank and salary level of the faculty member for the academic year preceding the summer for which he is being appointed.

Thomas E. Crooks
Director

HARVARD SUMMER SCHOOL

FACULTY SALARY FORMULAS

	<u>Regular</u> <u>Annual Salary</u> <u>For Previous</u> <u>Academic Year</u>	<u>Summer School</u> <u>Salary</u> <u>Will Be</u>
<u>ARTS AND SCIENCES COURSES</u>		
Full Program: 2 half-courses (8 units)	Through \$6499	24% of salary
	\$6500-\$6935*	\$1560*
	\$6936-\$7999	22.5% of salary
	\$8000-\$9000*	\$1800*
	\$9001-and over	20% of salary
Half Program: 1 half-course (4 units)		Half of amounts in above scale, plus \$100

TRAVEL ALLOWANCE FORMULAS—REVISED SCALE

Residence less than 100 miles from Cambridge: No travel allowance				
"	100-200	"	"	\$ 25
"	200-350	"	"	50
"	350-500	"	"	75
"	500-650	"	"	90
"	650-800	"	"	110
"	800-950	"	"	125
"	950-1100	"	"	145
"	1100-1250	"	"	165
"	1250-1400	"	"	190
"	1400-1550	"	"	215
"	1550-1700	"	"	230
"	1700-1850	"	"	250
"	1850-2000	"	"	270
"	2000-2150	"	"	295
"	2150-2300	"	"	315
"	2300-2450	"	"	335
"	2450-2600	"	"	350
"	2600-2750	"	"	365
"	2750-2900	"	"	380
"	2900-3000	"	"	390
"	over 3000 U.S.A.	"	"	400

These travel allowances will be for visiting faculty members with full teaching programs. For instructors with half-time teaching programs the travel contributions will, in general, be two-thirds of the amounts indicated above.

*The flat rates for the ranges at the points of change represent the top rate for the previous bracket applied to that portion of the next bracket which would otherwise, by the latter's percentage, receive a lower figure.