

## **03.FAC.16**

### **SUMMER TEACHING**

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Faculty members are generally not contractually guaranteed nor required to teach during the summer. Teaching summer courses is an additional opportunity, not a right.

Determination of summer teaching schedules and loads is based first on programmatic and student needs and second on budgetary constraints. In general, continuing faculty are given priority in making summer teaching assignments. A second significant factor considered in making summer teaching assignments is the specific expertise in an area.

Minimum enrollment numbers for graduate and undergraduate classes, as determined by the Provost's Office, need to be met for courses to be offered.

The process for determining summer teaching schedules and faculty summer loads is described below:

The base budget for summer teaching is currently included in the College's budget allocation for the academic year.

Early in the spring semester, department chairs determine which courses will be offered during the summer. This determination is based on both program and student needs and the size of expected enrollments for the courses. Department chairs schedule courses based on their logical place in the program. For example, a first semester principles course would logically be offered in the second summer session.

Early in the spring semester, department chairs query their faculty to find out who is interested in teaching during the summer. Faculty are asked how many courses they would like to teach and which semesters they would prefer to teach.

Department chairs notify the Dean of departmental course requirements for the summer and of any adjunct instructor requirements. If necessary, the Dean requests additional summer funding from the university administration to meet programmatic needs.

Department chairs match faculty preferences with needed courses. Current budgetary constraints generally limit faculty to three courses per summer. Department chairs principally assign faculty to courses on the basis of faculty expertise in an area. Where more than one faculty member is capable of teaching a given course, the department chair may make the summer assignment based on any of a number of appropriate factors, including but not necessarily limited to seniority, previous experience with the course, teaching evaluations, previous summer or other budgetary resource allocations, or simple rotation. Different department chairs may make such assignments based on different criteria, as they deem appropriate to each situation.

