

College of Sciences Policy

SUBJECT: Summer Teaching	Effective Date: 06/29/2022	Policy Number: COS004-3.1
	Supersedes: COS0004-3.1 (2/13/2014)	PAGE 1 OF 2
	Responsible Authority: Dean	

POLICY STATEMENT

Teaching Assignments

- The first priorities in scheduling and assigning summer course offerings are programmatic needs, student demand, and budget availability. The college may specify courses to be offered, minimum enrollments, or other requirements.
 - Regular course sections scheduled for summer terms will normally be canceled unless they meet the following minimum enrollment levels:
 - Lower Division-20;
 - Upper Division-14;
 - Graduate-8
 - Any exceptions must be approved by the COS Dean.
 - Departments/Schools may set higher enrollment limits or otherwise cancel summer course offerings and assignments based on programmatic needs, lack of student demand, and budget availability
- Summer course assignments may be offered only to qualified persons. They may be offered to regular faculty (as supplemental assignments), visiting faculty, other employees, adjuncts, or graduate students. Units may develop policies that indicate how faculty should be selected for summer supplemental assignments that are offered to faculty. Summer teaching assignments must be consistent with CBA 8.6.
 - 9-month faculty ordinarily may be assigned no more than 4 credit hours in B-term.
 - Consistent with CBA 8.6(b), 9-Credit hours are the normal maximum summer teaching assignment and constitute a C-Term 1.00 assignment. However, in the event that the Chair/Director wants to assign a faculty member a summer teaching assignment that exceeds 9 hours, the additional hours will be compensated via a dual compensation agreement at .08FTE per hour.

Non-Teaching Administration Assignment

- The normal semester FTE value of 1 Assignment such as Associate Chair/Director or Graduate/UG Program Coordinator is .375. Two such assignments would normally be equivalent to .50FTE.

Procedures

- According to the above minimum enrollment limits, summer semester course enrollments will be monitored two weeks prior to the start of classes.
- Any exception to retain a course with low enrollment must be submitted to and approved by the dean.