SUMMER SUPPLEMENTAL ASSIGNMENT

Effective Date: August 8, 2018
Authority: Dean

POLICY STATEMENT
Supplemental summer appointments, when available, shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable. Course offerings and summer assignments will be made taking into consideration programmatic needs, student demand, and budget availability. The criteria shall be made available in each department or unit (Collective Bargaining Agreement, Article 8.6).

PURPOSE
Faculty summer appointments are not guaranteed by the Collective Bargaining Agreement, but may be offered as supplemental appointments when available. It is expected that department chairs and school directors will offer summer courses by taking into consideration:

1. programmatic needs of academic unit and college,
2. student demand for courses as documented by enrollment data, and
3. constraints of academic unit and college budget.

PROCEDURES
While being fiscally responsible, chairs/directors will offer courses to full-time CCIE faculty and then to others (adjuncts & GTAs), when necessary.

1. Regular course sections scheduled for summer terms will normally be canceled two weeks before the first day of classes unless they meet the following minimum enrollment levels:
   - Undergraduate (1000-2000) – 35 students
   - Undergraduate (3000-4000) – 30 students
   - Master’s – 15 students
   - Doctoral – 6 students
   - Online – No maximum enrollment (additional support with large enrollment, i.e grader)
2. Any exceptions must be approved in advance by the chair/director in collaboration with the Dean’s office
3. Academic units may set higher enrollment limits or otherwise cancel summer course offerings and assignments based on programmatic needs, lack of student demand, and budget availability
4. The chair/director and department staff will monitor enrollment and the instructor of record is encouraged to watch the course enrollment as well. The decision to cancel a course due to low enrollment shall be made not later than one week prior to the first day of class to allow students time to find alternative classes.
When possible, based on the above listed considerations, all faculty who wish to teach in the summer should be offered a minimum of one course. However, when budget constraints exist that restrict the summer schedule, priority for summer appointments will be based on:

1. Twelve-month faculty and administrators who can teach in-load.
2. Nine-month faculty with administrative assignments (typically program coordinators).
3. Nine-month faculty who carry a full teaching assignment (for example, a 4/4 teaching load) during the regular academic year.
4. Nine-month tenured or tenure earning faculty, instructors and lecturers, and faculty with clinical appointments.
5. Adjuncts and GTAs.

Exceptions to the above schedule will be allowed based on programmatic needs, budget considerations, faculty qualifications and student demand.

Approved by:
Pamela S. Carroll
Dean, College of Community Innovation and Education
8/13/18