

**Summer Session Policy  
American English Institute**

**CAS APPROVED: 3/22/2018**

**Approved by the Office of the Provost: June 13, 2018**

## **I. Preamble**

In collaboration with the Dean's office, departments and programs may coordinate opportunities for faculty to teach courses during summer session. This policy concerns summer session appointment for non-tenure-track and pro tem faculty and has been amended pursuant to Article 18 of the CBA. Summer instructional contracts are distinct and separate from nine-month, academic-year contracts. Summer term assignments are not guaranteed to any faculty member.

Summer appointments are ideally filled by current NTTF faculty. Summer appointments are typically not given to graduate students, but may be necessary in certain situations. Graduate Employees are governed by the GTFF Collective Bargaining Agreement; however, the AEI reserves the right to determine appropriateness of graduate students' qualifications to the assignments in question.

In terms of budgeting for summer sessions, the University and the College determine how net revenues from the summer session instruction are allocated. Since departments are expected, at minimum, to break even, they should think carefully about the cost of resources they invest in summer courses relative to the anticipated enrollments. If the tuition income does not cover the cost of offering summer courses, reimbursement will be due to the College.

## **II. Determination of Course Offerings**

AEIS: The Dean's Office will provide the AEIS program with guidance on summer session course planning.

IEP: Course assignments and their associated FTE will be determined by IEP enrollment.

IP: Innovative Programming's course assignments and associated FTE are funding contingent and will be allocated according to funding availability from accepted grant proposals and other sponsored programming.

## **III. Assignment of Instructors to Courses**

Given the unique unpredictability and lack of advance visibility of enrollment in the AEI, there can be different assignment availability from one summer term to the next. The unit will attempt to provide five weeks preliminary notice of summer assignments. However, the feasibility of notice this far in advance is unlikely. One- to two-weeks preliminary notice is more typical of our unit.

Per the Collective Bargaining Agreement (CBA), a bargaining unit faculty member on an academic-year appointment is not required to accept a summer session appointment, excepting what is described in Article 18, Section 5 of the 2015-18

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United Academics CBA (which would require that the summer session expectation be present in the renewal or hire notification in the employee's contract). AEI leadership will take into consideration faculty preferences expressed in the FTE Allocation Request (FAR), which faculty update in the spring of each year. If additional instructional FTE is needed after all active faculty requesting FTE have been appointed, the Executive Director will reach out to active faculty who did not request any FTE or are working less than 1.0 FTE in the summer term and encourage them to consider accepting an assignment, if willing and able.

If additional instructional FTE is needed beyond the above solicitation, the following options will be considered. The option or combination of options implemented is at the discretion of the Executive Director.

- Consider additional GEs. The amount of FTE to be distributed may be up to .49. The GTFF Collective Bargaining Agreement will determine who is eligible to receive the FTE. AEI may accept or reject those GEs put forward as eligible by the GE's department of study.
- Recruit retired faculty.
- Hire new pro tem instructional faculty.

If requested FTE by faculty exceeds the needed summer FTE, course assignments and other FTE (e.g., for administrative or supervisory roles) will be allocated to faculty who are qualified to perform the work, and who have expressed a preference for the work based on the following:

1. Highly specific program needs will be staffed first and may be staffed by faculty members of any rank (NTTF Senior II, NTTF Senior I, NTTF CT Instructor, Pro Tem). If faculty interest in these roles exceeds availability, program leadership will exercise discretion to determine which faculty members are best able to meet the program needs. These assignments may or may not be less than 1.0.
2. All remaining faculty requesting summer FTE will be offered a reduced FTE across the board equally across rank. The amount of FTE provided per requestor will depend on total FTE available.
3. If additional FTE becomes available after preliminary notification, then it will be distributed as follows:
  - first by consideration of program need, as determined by program leadership, then
  - by rank seniority: NTTF Senior Instructor II's receive FTE first, then NTTF Senior Instructor I's, then NTTF Instructor Rank, then Pro Tem. If there are multiple instructors within a given rank who are eligible to work the FTE being distributed, it will be assigned in order of seniority by hire date within each rank group.

**Summer Session Policy  
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**IV. Professional Responsibilities of instructor During Summer Session**

Professional responsibilities of faculty teaching summer session courses are identical to those connected with teaching a course during the academic year: holding weekly office hours, answering standard advising questions that arise for students, and standard duties associated with administering the course that arise even before or after the summer session term (e.g., finalizing grades of “incomplete”). In the AEI, a full-time workload is constituted in exactly the same way as during the academic year, in both matriculated (AEIS) and non-matriculated programs (IEP, Innovative Programs).

**V. Compensation**

The FTE assigned to a course must be the same regardless of rank of the instructor. Base salary will be directly tied to the instructor’s individual salary in the academic year. AEIS instructors are required to be available for work for the full length of the contract.

**VI. Course Cancellation**

Summer session courses in the matriculated program (AEIS) have a clear cost and tuition revenue connected to them. Summer session courses that do not have sufficient enrollment prior to the scheduled start of the course will be cancelled. This arrangement will be clearly stated for the faculty member in the appointment notice for this voluntary assignment. There are situations in which a summer session course may be offered, based on pedagogical or other academic principles, even when it generates a net financial loss.

In the event that a course is cancelled, the department or unit will attempt to appoint the bargaining unit faculty member to a new assignment, which may or may not be instructional in nature. Program need will always be the primary consideration for alternate assignments.

**VII. Research Appointments During the Summer**

To comply with federal requirements, when a nine-month faculty member is funded at 1.0 FTE on a research contract during the summer, the faculty member must work exclusively on that project. Faculty members should not accept 1.0 FTE summer research appointments for any period of time when they will not be working on the project. To comply with federal regulations, non-instructional summer pay funded by a sponsored project is based on a faculty member’s academic-year salary. For our department, that is also consistent with other types of assignments. Professional responsibilities are specified by the principal investigator (or designee) and/or by the agreement with the granting agency.

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**ADDENDUM**

**I. FTE Assignment by Type of Summer Course**

Summer term FTE should be based on what the course FTE would be during an academic year.

Online course FTE is normally the same as for conventional non-online courses.

Other situations require prior consultation with CAS to set FTE.