

Applied Information Management (AIM) Summer Session Policy

Applied Information Management Program
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I. Preamble

Summer session is an opportunity to provide courses for students outside of the standard academic year. In collaboration with the Graduate School and the Academic Extension Executive Director, the AIM Program coordinates opportunities for faculty to teach courses during summer session. This policy concerns summer session appointments for tenure-related, non-tenure-track, and pro tem faculty only; summer appointments for graduate students are governed by the GTFF collective bargaining agreement.

II. Determination of Course Offerings

AIM curriculum schedules are determined one year in advance by the AIM Administrative Committee, which consists of the AIM Director, the AIM Academic Director, and the AE Program Manager (ex-officio). AIM courses are scheduled for fall, winter, spring, and summer terms. AIM courses consist of six- and seven-week core courses that all AIM students take, and four-week short courses that provide some choice for the students. AIM core courses are scheduled in the same term each year; six core courses (currently Capstone 2, Virtual Learning and Teams, Creating Business Solutions, Information Design and Communication, Information Systems and Management, and Project Management) are scheduled each year for summer term.

III. Assignment of Instructors to Courses

Summer instructional contracts are distinct and separate from nine-month, academic year contracts. An offer of a summer session appointment will be made at least five weeks prior to the beginning of the appointment, whenever feasible. Except as described in Article 18, Section 5 of the 2015-18 United Academics CBA, a bargaining unit faculty member on an academic year appointment is not required to accept a summer session appointment, and will not be subject to discrimination and/or retaliation for declining a summer session appointment.

AIM faculty members are part time; the standard course load is one course per year, although given time and expertise, some individuals teach more. Courses are designed as 2, 3, or 4 graduate credits, depending on whether they are part of the core or elective curriculum component. The AIM Program schedules courses in Fall, Winter, Spring, and

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Summer terms. Faculty are assigned to teach courses according to their expertise and experience.

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. This includes 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”). Summer appointments constitute the following FTE assignments:

- A. A six- or seven-week 3 credit core course constitutes an FTE of 0.26.
- B. A four-week 2 credit short course constitutes an FTE of 0.20.
- C. Other situations require prior consultation with the AIM Program to set FTE.

Any exception to these principles must be appropriately documented and approved by AIM. The FTE assigned a course must be the same no matter who teaches the course.

V. Compensation

Summer session base salaries for AIM do not differ from academic year base salaries.

VI. Course Cancellation

Summer session is similar to other self-support programs where each course has a clear cost and tuition revenue connected to it. As such, summer session courses that do not have sufficient enrollment by one week prior to the scheduled start of the course may be cancelled. This arrangement will be clearly stated to the faculty member in the appointment notice for this voluntary assignment. There are times when a summer session course may be offered, based on pedagogical or other academic principles, even when it generates a net financial loss. For example, a key methodological course to train incoming AIM students might fall into this category.

In the event that a course is cancelled, AIM will attempt to appoint the bargaining unit faculty member to a new assignment. This is often not possible during summer session when a limited number of courses are offered.