

**COLLEGE OF EDUCATION
POLICY ON SUMMER SESSION APPOINTMENTS AND ASSIGNMENTS**

Preamble

The College of Education (COE) Summer Session Appointments and Assignments Policy is designed to meet a variety the goals of equity, effectiveness, and transparency in the assignment of the appointment, professional responsibilities, course cancelation and compensation for Summer Session work.

Workload and Appointments for Summer Session

Summer appointments for those on academic year appointments are in addition to the academic year contract. Summer Session appointments may include Coordinator of Summer Session or other similar appointments.

Workload FTE. The combination of *summer research and instructional appointments* for the same faculty member must not exceed 1.0 FTE during summer session. Nine-month faculty should not accept 1.0 FTE summer appointments for any period of time when they will not be working on the appointment work.

The FTE assigned to a course must be the same no matter who teaches the course, and the summer session FTE is based on an academic year equivalent.

In the COE, a summer session FTE is based on the table below. Course credit hours and their associated 12-week summer contract FTE are as follows:

Course Credit Hours	12-week Contract FTE
1	.08
2	.17
3	.25
4 or higher	.33

Course overload. Normally, the maximum teaching effort during any given session during summer session is 100%. The combination of summer research and instructional appointments for the same faculty member must not exceed 1.0 FTE during summer term. One four credit hour course taught in the space of a month is equivalent to 1.0 FTE for that month. On occasion, faculty may be asked to teach more than one three-, or four credit hour course in a one-month period which could result in an overload. In the case of the need for an overload assignment, such assignments are unusual and must be specified and agreed upon in writing by the faculty member, department head, and dean *prior* to initiating the overload.

12 month employees. Current 12 month employees should be released from duties in their 12-month position during the period of their teaching assignment. Research faculty shall not exceed

1.0 during summer appointments.

Appointment offer. Summer session teaching assignments are unique due to the variable length of courses. The summer session assignment and payroll dates begin June 16 and end September 15. Most summer session courses are offered in four or eight week sessions. Summer teaching assignments for courses other than four or eight week long courses will be for the dates that the course is held. Week-end only classes need to include a day on either side of the weekend. Faculty time assignment dates for those classes will reflect the time period during which faculty effort is expended, not to exceed 100% for the period of one month.

An offer of a Summer Session appointment will be made at least five weeks prior to the beginning of the appointment, whenever feasible. A communication (e.g., memo, email) must be sent to each faculty member from the department head with the teaching assignments for summer session (See attached sample). For 9-month faculty doing summer research, assignment memos do not need to be issued.

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. One exception is a bargaining unit faculty member may be required to accept a Summer Session appointments-as a condition of a 9-month appointment in programs or departments where there is a past practice of such Summer Session requirements. If a bargaining unit faculty member is required to accept a Summer Session appointment, the terms and conditions of the Summer Session appointment will be specified at the time of the 9- month appointment in accordance with Article 16 and will be assigned an FTE percentage commensurate with normal workload duties and compensated at the bargaining unit faculty member's normal base salary.

Summer workload funded through sponsored projects. To comply with federal regulations, non-instructional summer pay funded by a sponsored project (e.g., grant, contract) is based on a faculty member's academic year base salary. To comply with federal requirements, when a 9-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.

Compensation for Summer Session Summer instructional contracts are distinct and separate from nine-month, academic year contracts. Compensation must be FTE based. Nine-month employees are paid based on their 9-month salary. Summer session base salary monthly for 12-month employees is their 12-month salary divided by 11 months to compensate for loss of paid vacation time. For 9-month faculty doing summer research, assignment memos will not be issued.

Course cancellations

The department or unit head may cancel a scheduled class or reassign a bargaining unit faculty member based on faculty expertise; student demand; unit, school, college, or university needs; and in accordance with approved policies. In the event that a course is cancelled, the department or unit will attempt to appoint the faculty member to a new

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assignment. The department head should try to notify as soon as possible (in most cases before the class starts) the faculty member in writing that the class and assignment are cancelled prior to the start date of the class and if another assignment has been identified.

Changes to policy

Deans and faculty may initiate changes to COE Summer Session policies pursuant to Internal Governance procedures of the COE and the University of Oregon.

2-10-2017

Summer Session Teaching Appointment Memo Template

Date:

To:

From:

Re: Summer Session 2017 Teaching Assignment

Your 2017 summer session teaching assignment is the following:

Class Assignment	Start Date	End Date	FTE	Total Pay

By your signature on this notice or confirmation via email, you agree to complete the duties and responsibilities of your position for the courses assigned. Normal expectations with regards to the responsibility to hold office hours and the timely submission of grades apply during the summer term. We reserve the right to CANCEL CLASSES due to inadequate enrollment. In the event of such a cancellation, this notice may be rescinded and the University will have no liability for such rescission.

Printed Name

Signature

Date