

CAS Summer Session Policy
Department of Political Science

I. Preamble

Summer session is an opportunity to provide courses for students outside of the standard academic year. The University and the College determine how net revenues from the summer session instruction are allocated. In collaboration with the Dean's office, departments and programs coordinate opportunities for faculty to teach courses during summer session.

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.

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

A. Prior to scheduling courses for summer session, and during the settle-up period after summer term is over, the Dean's office will provide departments and programs with guidance on summer session course planning, including budgetary guidance on how net revenues will be allocated to departments and programs and schedules for determining enrollment needed to break even for various levels of instructor compensation.

B. In an effort to meet broad student needs, the department will strive to provide courses from each of our subfields, at various student levels, and to include opportunities to fulfill general education requirements.

C. During Fall term, the Department Head will invite faculty to indicate their interest in summer session instruction.

D. Course offerings will be determined by the Department Head, in consultation with interested faculty, the Associate Department Head, and, in some cases, the Personnel Committee. Course offerings will be developed in consideration of the following: faculty expertise; student demand; program and curricular needs; available resources; and school, college, and university needs.

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III. Assignment of Instructors to Courses

A. 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.

B. The Department Head will consider the following when developing the course offerings and assigning instructors:

1. Faculty expertise and preference
 - a) *Seniority may be considered*
 - b) *Faculty who fail to meet basic teaching, service, and research responsibilities may be ineligible to teach during summer session.*
2. Curricular needs
 - a) *Consider overall offerings of subfield, student level, and general education requirement fulfillment opportunities.*
3. Previous course enrollment and student demand
 - a) *Summer session is an opportunity for the department to earn dividends, which are imperative to continued support of department initiatives, faculty research, and graduate student travel. Thus, it is vital to carefully consider student demand and curricular needs.*
 - b) *Courses taught during the academic year can result in reduced student demand during Summer Session.*
4. Course evaluations, including previous Summer Session instruction
 - a) *Student evaluations from previous Summer Session instruction will also be considered. Faculty who score below 3.5 on overall course quality and/or overall instructor teaching quality may be ineligible to teach in Summer Session.*
5. GE Instructor of Record may be considered if faculty are not available. In recent years, the department has not employed GE's as summer instructors.
 - a) *If there is an instructional need, the Department Head would announce the opportunity to all eligible Political Science GE.*
 - b) *Expertise, seniority, and student evaluations will be considered.*

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IV. Professional Responsibilities of Instructor During Summer Session

A. Professional responsibilities of faculty teaching summer session courses are identical to those connected with teaching a course during the academic year. This includes 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”). The following responsibilities also apply for summer term:

1. A syllabus must be submitted to the department prior to when summer course schedules are available to students. The department office will communicate the deadline each year.
2. Instructors are encouraged to promote their summer course. It is recommended that personalized email announcements be sent to students. Efforts may be coordinated with support from department office staff, if requested by the instructor.
3. Instructors are expected to submit grades within a reasonable time after the last day of class; e.g. If the class ends on a Friday, grades should be submitted during the following week, preferably by Tuesday. Be aware that some students may need grades posted as soon as they turn in their final work. It is critical that these requests are accommodated.
4. Exams and/or papers cannot be due after the final day of class, per the Registrar.

B. The following principles will determine what constitutes a full-time workload during the summer term:

1. The FTE assigned a course must be the same no matter who teaches the course.
2. A standard 4-credit academic course taught in a 4-week term constitutes .9 FTE for that term. This equates to .3 FTE prorated across the entire 12-week summer session.
3. 3- and 5-credit courses are counted the same as 4-credit courses for the purposes of calculating faculty FTE
4. FTE for courses carrying other amounts of credit is prorated on a 4-credit standard

Any exception to these principles must be appropriately documented and approved through prior consultation with CAS.

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C. The combination of summer research and instructional appointments for the same faculty member must not exceed 1.0 FTE across all parts of summer session. See the addendum for a table showing FTE for various summer session appointments and cases where assignments greater than 1.0 FTE within a given term are likely to be approved by CAS.

V. Compensation

A. Summer-session base salaries may differ from academic-year base salaries, except in cases of required summer-session assignments described in Article 18, Section 5 of the 2015-18 United Academics CBA.

B. Base salaries will correspond to differences in faculty classification, rank and/or experience (e.g. TTF, Career NTTF, Pro tem NTTF, etc.). Base salaries may not vary from individual to individual within a given category, and the criteria for each category should be straightforward and easy to apply.

C. Compensation will be FTE-based.

D. Base salaries should be set at a level that incentivizes qualified faculty to accept summer session assignments but that also generates net revenue.

E. Base salaries for teaching during the summer session must be approved by the Dean's office and should not exceed the instructor's academic-year salary. CAS may require additional review if an instructor's summer base salary exceeds academic-year salary.

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 prior to the scheduled start of the course will 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 graduate students might fall into this category.

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.

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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 base salary. 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. In CAS, a course is typically .1 FTE annually or .3FTE during a term. 3- and 5-credit courses are counted the same as 4-credit courses for the purposes of calculating faculty FTE. FTE for courses carrying other amounts of credit is prorated on a 4-credit standard. Course credit hours and their associated 12-week contract FTE are as follows:

Course Credit Hours	12-week Contract FTE
1	.075
2	.15
3, 4 or 5	.30
8	.60
12	.90

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

Other situations require prior consultation with CAS to set FTE.

II. Examples of Summer Term Overload Assignments

Examples of summer-term overload assignments (> 1.0 FTE within a summer term) that are **currently** likely to be approved by CAS:

- A.** One 3, 4 or 5-credit course in fewer than 4 weeks, assuming that the shorter interval does not necessitate an unrealistic level of student engagement.

- B.** Two 3-, 4-, or 5-credit courses during one of the three 4-week summer terms, but typically not in two such terms.