

## Department of English Summer Session Policy

### 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

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.

Course offerings in English are generally determined in consultation with the Associate Head or a designee. During fall term, the Associate Head solicits faculty for summer session course proposals. The Associate Head reviews course proposals and works with faculty to determine the slate of courses the department will offer. The Associate Head will provide guidance to individual faculty members who may wish to propose courses other than core major and general education satisfying courses.

Course offerings in Composition are generally determined in consultation with the Director of Composition, who considers projections for enrollments to determine an appropriate number of sections.

### 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

## Department of English Summer Session Policy

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. Courses that do not meet minimum enrollments two weeks prior the course start date will be cancelled.

The Associate Head will assign courses based on curricular need/student demand (based on previous year's enrollment data). Once the curricular needs are determined, priority for course distribution will be given in this order: TTF, NTTF, GE.

While the department cannot guarantee teaching for any faculty member, the Associate Head will attempt to accommodate faculty who wish to teach over the summer, either through traditional course offerings or through online courses. The Director of Composition will attempt to accommodate requests to teach Composition courses. All summer courses are determined based on minimum enrollments and pedagogical need. In the event of a cancellation, the Associate Head will notify the instructor.

Qualified TTF, NTTF, and GEs are eligible to teach summer Composition courses, pending budgetary constraints and enrollment projections. Summer Composition courses are only offered during the eight-week session.

#### **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 holding 3 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 principles will determine what constitutes a full-time workload during the summer term:

- A. The FTE assigned a course must be the same no matter who teaches the course.
- B. 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.
- C. 3- and 5-credit courses are counted the same as 4-credit courses for the purposes of calculating faculty FTE
- D. 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.

## Department of English Summer Session Policy

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

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.

Faculty salaries are set in accordance with CAS and Academic Affairs and in compliance with the United Academics CBA. English summer session salaries are tiered according to two categories (TTF, NTTF) and are independent from the base salary set during the regular academic year. Faculty members in English are generally limited to teaching a single course for the department during summer session, except in extraordinary cases (e.g., covering a course in the case of an illness or another emergency). Faculty who are eligible may teach in other units, but their compensation for courses taught in other departments will be independent from English and must not exceed 1.0 FTE for the entire 12-week session (see the Addendum below).

Base salaries for teaching during the summer session must be approved by the Dean's office and cannot exceed the instructor's academic-year salary, except in extraordinary circumstances and with approval from the dean.

### 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 of a cancellation, instructors will be notified at least two weeks in advance of the course start date and the department will attempt to appoint the bargaining unit faculty member a new assignment.

### VII. Research Appointments During the Summer

## Department of English Summer Session Policy

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.

**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.