

**Summer Session Policy**  
**Department of Human Physiology**

**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.

The Department Head and Curriculum Director, in consultation with undergraduate advisors and projected need, will determine the initial list of summer course offerings with the goal to provide Human Physiology majors continuous accessibility to Human Physiology core courses as financial resources allow.

A summer course will be offered only when a sufficient enrollment is projected to be attained to break even for a given level of instructor compensation.

If the circumstances allow for covering net loss expenses in courses without sufficient enrollments (e.g. courses that are 1-2 students short of meeting the threshold for breaking even), efforts will be made at the discretion of the Department Head to cover those courses when taking into account the Department's fiscal responsibilities.

**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

**Summer Session Policy**  
**Department of Human Physiology**

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.

The Department Head, Curriculum Director and Director of Graduate Studies will determine which faculty and eligible graduate employees are qualified and available to teach the summer course offerings.

Priority of teaching assignment will be determined based on a combination of instructional experience in the specific course area as well as cost effectiveness. If course enrollment allows for a faculty to teach a course and not lose money, they will be given priority over graduate employees.

If there are neither faculty nor graduate employees available, the department will hire instructional pro tempore employees to teach the course.

**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 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.

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

**Summer Session Policy**  
**Department of Human Physiology**

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.

Summer session base salaries are based on faculty classification/rank within the department (e.g. pro tem NTTF, career NTTF,) and do not vary from individual to individual. Compensation is FTE-based and is set at a level that incentivizes qualified faculty to accept summer session assignments.

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 that a course is cancelled, the department or unit will attempt to appoint the bargaining unit faculty member to a new assignment.

**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.

**Summer Session Policy**  
**Department of Human Physiology**

**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:

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.