

Ethnic Studies Summer Session Policy
April 2017

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, the Ethnic Studies Department needs to consider the cost of resources invested 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 schedule for summer session will be developed in consideration of the following:

- Student demand (based on past course enrollment and an estimation of current enrollment potential)
- Program and curricular needs
- Faculty expertise
- Available resources
- School, College, and University need

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

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summer session appointment, and will not be subject to discrimination and/or retaliation for declining a summer session appointment.

In the fall, the department head will solicit summer teaching requests from tenure-track faculty, including the requested course title, day/time, and session. Based on the criteria identified in Section II above, the head will assign instructors to courses. The head may also ask faculty to revise their course requests in light of the selection criteria, and consider alternative day/times or sessions in order ensure departmental courses are adequately spread to meet student demand. In general, before any faculty member is assigned to teach more than one course, the head will make every effort to ensure that all faculty members requesting summer teaching assignments have an opportunity to do so within the specified criteria.

If after all tenure-track faculty members have had an opportunity to submit summer teaching requests and the department head determines there is additional need for summer courses, the head may solicit teaching requests from non-tenure-track faculty, Ethnic Studies participating faculty with appointments in other units, or Graduate Employees. The same criteria will be used to assign summer courses for these requests.

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 addendum for a table showing FTE for various summer session appointments and cases

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where assignments greater than 1.0 FTE within a given term are likely to be approved by CAS.

The following responsibilities also apply for summer term:

- A. 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. Instructors are encouraged to promote their summer course.
- B. Instructors are expected to submit grades within a reasonable time after the last day of class and are encouraged to accommodate students who need grades posted as soon as they turn in their final work.

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.

- A. A single base salary for all faculty teaching during the summer term will be established by the Department Head prior to the start of the summer session, and with the required approval of the Dean's office.
- B. Base salaries should be set at a level that incentivizes qualified faculty to accept summer session assignments but that also generates net revenue.
- C. 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.
- D. The department cannot compensate instructors for individualized study courses during the summer (ES 196, 401, 405, 409 & 605)

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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- A. The department head will confirm the minimum head count (break even point) for each course at least three weeks before the contract date. The department head may consider canceling classes that do not meet the minimum head count.
- B. The cancellation deadline for ES courses is 1 week before the contract date. The department will provide deadlines each year to the individual instructors.

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.

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

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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.