

Department of International Studies
Summer session policy
12/20/2016

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. This policy is subject to the structural and policy conditions under which summer session is currently offered. If conditions change, then these policies may be subject to change as well.

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 shall be determined by the Department Head or their designee, who will have final say to determine the department's summer course offerings for any given year. By late November, core faculty teaching preferences will be solicited. During December, the proposed summer schedule will be designed, taking into account both core faculty preferences and enrollment patterns from previous years.

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

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

Zero week summer session course assignment: Each core faculty member will be able to teach one zero week course when their name comes up in the zero week rotation. If they decline to teach in a given year, they may defer to the next year, and so on indefinitely. The zero week rotation schedule can be found on the International Studies Department intranet.

Regular summer session course assignment: Whenever possible, each core faculty member will be able to teach one course at their preferred time and dates, with the understanding that insufficient enrollments will be cancelled (see course cancellation policy for details). Faculty will be encouraged to teach a historically high enrolling course (often, but not always, a lower division core course or one that is required for a well-enrolled professional concentration). If a faculty member regularly teaches a particular course during the academic year, that person has priority in choosing to teach that course during the summer. If the faculty member chooses not to teach it, then other faculty may teach it, and the faculty member who regularly teaches it will make course materials available so that there will be continuity in content and level of difficulty across academic year and summer offerings of the same course.

In the event that more than one core faculty member expresses a preference for the same course and/or dates and times of day, then the Department Head or their designee will consult with the faculty members involved to negotiate a solution. In the event that no agreement can be reached, then the Department Head will decide, taking into account enrollment prospects for the courses and resolution of previous disagreements about summer school assignments, if any.

After core faculty members have been assigned and agreed to their summer session courses, the Department Head or their designee will determine other course offerings to create a summer session curriculum that will maximize the possibility of revenue to the Department. Instructors for those courses will be hired based on successful performance teaching that same course in previous years, and the likelihood of successful performance teaching the course that summer.

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”), including responding to emails from students and colleagues in a timely manner.

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 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.

- International Studies offers compensation corresponding to differences in faculty classification, rank, and/or experience (e.g. pro tem NTTF, career NTTF, and TTF). The specific categories are TTF, NTTF with 20 or more years of experience, and NTTF with less than 20 years of experience.
- Compensation must be FTE-based.
- The base salary should be set at a level that incentivizes qualified faculty to accept summer session assignments but that also generates net revenue.

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.

Zero week course cancellation policy for core faculty: A course will be canceled, one week before it is scheduled to begin, if the number of students enrolled falls below the number required to break even by more than six students. In other words, the Department is willing to subsidize a core faculty-taught zero week course by up to the dollar equivalent of six students, but no more than that. This subsidization is contingent on the department being able to cover all its summer session expenses in aggregate. If not true, individual courses by core faculty may be cancelled if they cannot reach a break even point on their own.

Regular course cancellation policy for core faculty: A course will be canceled, one week before it is scheduled to begin, if the number of students enrolled falls below the number required to break even by more than three students. In other words, for each faculty member, the Department is willing to subsidize one, but no more than one, core faculty-taught non-zero week course by up to the dollar equivalent of three students, but no more than that. This subsidization is contingent on the department being able to cover all its summer session expenses in aggregate. If not true, individual courses by core faculty may be cancelled if they cannot reach a break even point on their own.

Regular course cancellation policy for non-core faculty: All courses taught by non-core faculty must reach the break even point in their enrollments, or be subject to cancellation at least one week before the course is schedule to begin.

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
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.