

**Lundquist College of Business  
Summer Session Policy  
May 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.

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**

Summer courses are based on anticipated student demand. Department heads in conjunction with program directors determine need. Student enrollment in previous year's summer session guides planning for course offerings.

**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.

Eligible graduate students who need to teach as part of their GTF assignment and as part of their PhD training will be given priority in assignments. The assignment of these courses is determined by the Department head in conjunction with the program director.

TTF and Career NTTF will be assigned equal priority. If more faculty want to teach than courses are available, assignment will be based on the previous year's course evaluations in the same or similar course, including student evaluations, student comments, review of syllabus, review of grading distributions. Materials reviewed may include academic year and/or summer depending on when the same or similar course was taught. Assignment of

courses for TTF and NTTF faculty will be determined by the evaluation of the materials stated above by the Department head in conjunction with the Senior Associate Dean.

#### **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”).

Summer term FTE should be based on what the course FTE would be during an academic year. In LCB, a course is typically .1 FTE annually or .3 FTE during a term. In the case of summer, whether it is a 4-, 8-, or 12-week course, it is considered one term. The following chart outlines FTE calculations per credit.

<b>Course Credit Hours</b>	<b>Summer Contract FTE</b>
1	.075
2	.15
3, 4 or 5	.3
8	.60
12	.9

For example, based on above table, a faculty member could teach a 4-week and an 8-week course at 4 credits each and their FTE would equate to .6. Compression of the course from 12-week down to 4- or 8-week, is not considered in these calculations since instructional hours are the same, just compressed into a shorter time period.

Other situations require prior consultation with the Senior Associate Dean for Faculty Affairs to set FTE. An example of this would be teaching an overload (over a 1.0 FTE (see section VI). Any exception to these principles must be appropriately documented and approved by LCB.

The combination of summer research and instructional appointments for the same faculty member cannot exceed 1.0 FTE across all parts of summer term unless approved by Human Resources. The FTE assigned a course must be the same no matter who teaches the course.

#### **V. Compensation**

**Summer Appointments:** Summer appointments will be made at least five weeks prior to the beginning of the appointment and will meet the requirements of the University of Oregon summer payroll practices. Except for faculty members required to teach (see below), compensation for summer session courses will be as follows.

<b>Faculty Type</b>	<b>Compensation</b>
TTF	\$10,000 per course
NTTF	10% of base salary (1.0 FTE equivalent) per course
Pro Tem	\$6,500 per course

**Required Summer Appointments:** 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.

For required appointments, an FTE percentage commensurate with normal workload duties and a base salary will be set at a level that produces the same compensation per course as the faculty member receives during the regular AY. In some cases, due to rounding error, the actual compensation may slightly exceed the AY compensation per course but it will never be lower than the AY compensation per course from the previous year.

Base salaries for teaching during the summer session must be approved by the Dean's office and cannot result in compensation per course that exceeds the instructor's academic-year compensation per course, except in extraordinary circumstances and with approval from the dean or as noted above due to rounding.

For all appointments, faculty with summer appointments will be compensated only during the portion of summer session in which they have FTE (i.e. compensation period will match dates of course assignment).

**VI. Overloads and Course Cancellations:**

**Overloads:** From time to time, curricular, enrollment or other needs of the College may provide an opportunity for TTF and Career NTTF to exceed 1.0 FTE during the summer. Summer work beyond 1.0 FTE will be compensated as described in Section V. Summer appointments that exceed 1.0 FTE during any portion of the summer term must be approved by Human Resources.

**Cancellations:** The LCB may cancel a scheduled class or reassign a faculty member based on faculty expertise; student demand; unit, school, college, or university needs; and in accordance with approved policies. In the past, inadequate enrollment has been generally defined as fewer than 20 students in an undergraduate class and fewer than 10 students in a graduate class, excluding PhD seminars. However, these enrollment numbers are guidelines and not absolute criteria for cancelling a course. Other factors include curricular and enrollment needs of the unit.

In the event of such a cancellation, the LCB will attempt to appoint faculty to a new assignment although not guaranteed if enrollments do not support additional courses or if Department heads have nothing available per the course schedule.

If a class being taught by a PhD candidate is slated to be cancelled, the Department head should work with the Senior Associate Dean for Faculty Affairs on a solution. The GTFF collective bargaining agreement would govern decisions made if the course was being taught by a graduate student.

## **VII. Research Appointments During the Summer Session**

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.