FACULTY SENATE  
SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 14-A-36

Approved by the Faculty Senate  
October 29, 2014

BRIEF SUMMARY: This bill specifies the policy portion of the existing Faculty Handbook section on Teaching Assignments During the Summer Session (Chapter 3, Section C1).

REVISING “TEACHING ASSIGNMENTS DURING THE SUMMER SESSION” TO ESTABLISH A POLICY SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “procedures” section, Chapter 3, Section C1 of the Faculty Handbook be amended by replacing the existing content on Teaching Assignments During the Summer Session with the following “policy” section (with the companion “procedures” to follow it in the Handbook):

Teaching and Related Responsibilities
1. Teaching Assignments During the Academic Year
Policy and Procedure

2. Teaching During the Summer Session
Policy

The maximum faculty summer salary from all sources of income (teaching, research and alternative assignments) is 33% of the academic year contract. Faculty members are neither required to teach in the summer nor are they guaranteed summer employment. Rather, course offerings in the summer are determined by student demand and programmatic needs. Since these determinants vary from discipline to discipline, teaching opportunities in the summer vary from department to department.

Summer employment is generally restricted to full-time tenure-track faculty and regular non-tenure-track faculty. If full-time tenure-track or regular non-tenure-track faculty are unavailable or unable to teach the course in question, then the course may be taught by adjunct faculty.

Department chairpersons are responsible for compliance with this provision regarding courses with prefixes assigned to that department. The Dean of University Studies is responsible for compliance regarding courses with University Studies prefixes.

Department chairpersons should offer one class or section to each faculty member qualified to teach the class before offering another faculty member a second class or section. Teaching assignments for spawned sections (additional sections created to handle excess demand) will be
made at the discretion of the department chair.

**PROCEDURE WILL GO HERE**

3. Outside Employment
   **Policy and Procedure**

4. Course Work
   **Policy and Procedure**

5. Class Syllabi
   **Policy and Procedure**

6. Other Instructional Policies
   Policy and Procedure

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