BRIEF SUMMARY: This bill specifies the procedures 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 PROCEDURES SECTION

BE IT RESOLVED THAT: subject to the passage and approval of both this bill and its companion bill establishing a corresponding “policy” 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 “procedures” section (to follow the companion “policy” in the Handbook):

Teaching and Related Responsibilities

1. Teaching Assignments During the Academic Year
   Policy and Procedure

2. Teaching During the Summer Session
   [POLICY WILL GO HERE]

Procedures

There are seven standard summer sessions. Courses should be scheduled according to the regular weekly calendar within one of these sessions. However, under special circumstances, and with the approval of the vice Provost, non-standard schedules may be implemented for the current summer school term.

Credit hours for summer courses (including but not limited to: lectures, labs, workshops, private lessons, and internships) are determined following the Student Credit Hour Definition Policy in Chapter 5.

For all courses (face-to-face, online, blended) it is the responsibility of the college or school to ensure that minimum credit hour requirements are met. When courses are concurrently taught by an instructor (e.g. 400/600 level courses), the work load should be split evenly into each course. This
also applies to ITV courses for which the load is divided evenly among the number of sections making up the one course. When a course is team-taught the load should be split equally between those individuals.

Once the summer schedules have been prepared by the departments and approved by the college deans and the Provost, each college dean notifies the faculty members in his/her college of their projected employment status for that summer. Projected teaching assignments are specified, noting enrollment minimums needed in order for classes to be offered. Contracts are authorized for classes achieving minimum enrollment levels through pre-enrollment. If classes do not achieve minimum enrollment levels through pre-enrollment, either they are canceled by the department chair or tentative contracts are issued, stipulating that the classes will be offered only if minimum enrollment levels are reached through regular enrollment. Enrollment capacity for online courses is 30 for undergraduate courses and 25 for graduate courses. Summer online courses should normally be initially listed with a single section. If that section fills, the department chair may then open a second one. Additional sections may be opened as necessary to meet demand. All decisions regarding finalization of the summer schedule are made by the director of the summer session with the advice of department chairpersons and college deans and the approval of the Provost. If special situations regarding faculty teaching load arise, the dean should contact the Provost to request an exception for that summer.

For each credit hour taught in a summer session, the maximum salary is calculated at 2.75% of the base salary for the previous year. All courses must meet enrollment criteria as set by the university. The salary for each course will be prorated based on student enrollment on the last day to add a summer session class or to withdraw with 100% refund from a summer class. Under no circumstances will the prorated salary exceed the maximum calculated salary or be less than 50% of the maximum salary. For undergraduate courses, the salary for each assignment will be prorated by dividing the maximum salary by twelve (12) and then multiplying by the number of students enrolled in that course. For graduate courses, the salary will be prorated by dividing the maximum salary by ten (10) and then multiplying by the number of students enrolled in that course.

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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