

1 **California State University, Long Beach**
2 **Policy Statement**

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5 **02-11**

6
7 June 11, 2002

8 **POLICY ON SCHEDULING AND STAFFING SUMMER**
9 **TERM WITH YEAR ROUND OPERATION**

10 This new policy was recommended by the Academic Senate on May 16, 2002 and approved
11 by the President on June 4, 2002.

12 The intent of year-round operation (YRO) is to increase access of matriculated students to
13 high priority courses such as general education, foundation, and remedial courses and
14 critical major requirement courses (bottleneck courses) by decreasing the cost of summer
15 term attendance to a level comparable to the two regular terms. Without YRO, increasing
16 numbers of students could potentially experience difficulty in getting courses required for
17 graduation during the fall and spring terms. Hence, the following set of guidelines shall be
18 considered when scheduling Summer Term courses: 1. Courses that have the greatest
19 demand during the fall and spring terms for which there is more demand than seats
20 available, and courses that are essential for graduation or progress toward a degree for a
21 significant population of students, have first priority in scheduling for summer term.

22 2. Schedules shall be made with a view toward student needs rather than faculty
23 preferences. Courses should be scheduled so students will have the greatest possible access
24 to the largest number of courses. For example, a department should not schedule all
25 morning courses or all evening courses. Nor should it schedule all courses in just one of the
26 three summer sessions. Likewise, efforts should be made to avoid overlapping of course
27 times.

28 3. For faculty, summer term employment is not an entitlement. Under YRO, departments
29 and colleges shall hire faculty members who are best qualified to teach the classes for which
30 there is the greatest demand or need.

31 4. As in the fall and spring terms, departments are given budgets and enrollment targets for
32 summer term. To meet these targets inasmuch as possible, there should be a cross-section
33 of faculty in the summer term that is similar to the mix of faculty in the spring and fall
34 terms.

35 5. Department chairs have authority and responsibility for scheduling courses in their
36 departments for summer term, just as they do for the fall and spring terms. Department
37 chairs shall make recommendations to deans regarding the assignment of courses. Final
38 authority for those appointments rests with the deans.

39 6. Colleges, departments, and faculty alike have the obligation to ensure that the quality of
40 summer term offerings is commensurate with the fall and spring terms. The fact that the
41 course time frames are compressed is not a justification for
42 diminishing the quality of the educational experience.

43 7. Chairs shall have discretion when scheduling courses that would not be suitable in a
44 compressed time frame. However, chairs should also keep in mind that it is possible to

45 schedule courses during the summer term for more than six weeks duration. The
46 appropriate department faculty shall be consulted about the duration of any class.

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49 EFFECTIVE: Summer 2003