Guidelines for Offering Summer Courses in the College of Business

Summer teaching is a privilege and not a right. Proposed summer course assignments will be determined in accordance with the CFA Collective Bargaining Agreement.

Eligibility to Teach Summer Courses

- Department chairs will propose to the Dean a list of courses and the instructors for these courses. The Dean will approve the final course offerings and faculty assignments.

- Efforts will be made to provide one summer course for each Tenured/Tenure-Track (T/TT) faculty member who wishes to teach. TT faculty members who receive a Summer Research Stipend as part of their offer letters are not eligible to teach summer courses during the period that they receive said stipend.

- Before assigning summer courses to lecturers, T/TT faculty members may be assigned to teach a second summer course. A second summer course is not guaranteed.

- Since the purpose of the summer research stipend is to provide support for tenured faculty members to maintain AACSB SA or PA status, any faculty member receiving a summer research stipend may only teach one summer course during the summer they receive said stipend. Any exceptions must be approved by the Dean.

- Both summer teaching and summer research stipends are subject to the 125% rule in the Collective Bargaining Agreement. The COB ASM monitors and administers these payments.

- Each COB department has procedures for how faculty members are assigned for summer teaching, but to preserve equity across T/TT faculty members, departments should consider all sources of teaching (such as self-support program teaching) when assigning to faculty members a second summer course.

- Instructors with teaching effectiveness ratings, in similar courses, that are substantially below college and department norms will not be offered summer teaching.

Categories of Summer Course Offerings

There are two categories of CBA summer course offerings from an enrollment management perspective.

- **Requested by COB Enrollment Management (REQUESTED)** The Dean, upon the recommendation of COB Enrollment Management, may request a specified number of sections of certain courses during specified session(s) in order to facilitate the timely graduation of students. This recommendation will be based on the analysis of student records and may not be available until late in Spring Semester. The Department Chair is charged with finding qualified instructors to teach these course sections for requested sessions. If the Department offers additional sections of a REQUESTED course, all sections of the course become OTHER.
• **Suggested by the Department (OTHER):** Courses that students need to make progress toward degree completion that a department proposes to offer during summer sessions.

**Financial Feasibility Considerations**

• **REQUESTED** courses will be offered regardless of financial feasibility considerations; however, the Department Chair is required to set the enrollment capacity for that section of the course that will permit financial break-even based on the assigned instructor. (If a **REQUESTED** course has surplus, it is added to department value; deficit is not added.)

• Department chairs may suggest **OTHER** courses and potential instructors for these courses. **OTHER** courses with deficits might be offered as long as the **overall department surplus** does not turn negative.

• A week prior to the start of Session I classes, the **Department Surplus/Deficit** value in the Session I **Revenue & Expense Projections** spreadsheet will determine whether or not an **OTHER** course is financially feasible. A similar determination will be made a week prior to the start of Session III classes, carrying over any positive departmental surplus from Session I, as computed at the Session I census date.

• If an **OTHER** course becomes financially infeasible due to insufficient enrollment and causes the Department’s surplus to be negative, one week prior to the start of classes, the **OTHER** course may be cancelled in order to give students time to find alternative course options.

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