

## ***Guidelines for Offering Summer Courses***

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 Summer Research Stipend as part of their contractual requirement are not eligible to teach summer courses during the period that they receive the 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 for all T/TT faculty members. Each CBA 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 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 CBA Enrollment Management (REQUESTED)** The Dean, upon the recommendation of CBA Enrollment Management, may request a specified number of sections at specified session(s), of certain courses in order to facilitate the timely graduation of students. This recommendation will be based on the analysis of student records and thus may not be available until very late in Spring Semester. The Department Chair is charged with finding qualified instructors to teach these course sections at 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 the summer session.

### **Financial Feasibility Considerations**

- The 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 infeasible. 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 census date in Session I. If an OTHER course becomes financially infeasible due to insufficient enrollment and causing the Department's surplus to be negative, one week prior to the start of classes, the class will be cancelled in order to give students time to find alternative course options.

Approved by *Administrative Council* on August 22, 2018.