



EAS Policy: EAS-FAC-005

Subject: Summer Teaching
Effective Date: May 10, 2012
Supersession: January 15, 2008
Approved: R. Dandapani, Dean

Introduction:

Campus provides summer budget for instruction that is dependent on FTE generated in past summers. Courses and instructors are recommended by chairs and approved by the dean.

General philosophy in selection of courses: Courses to be offered in summer session serve several purposes, some of which are:

1. Provide a core lower division course in each program so that the students are not forced to wait a year to take the course
2. Provide a senior/graduate level elective course
3. Provide an introductory core course to accommodate incoming freshmen
4. Provide service courses as needed

Other courses may be offered based on need and enrollment.

Policy:

Courses and assignment of instructors: Each of the three departments will be allocated 20% of the available summer budget. This will be done as soon as the campus provides the budget. The departments are to provide a tentative schedule of courses and instructors with their proposed salaries by November 15 within the allocated budget. At the next meeting the college Executive Committee will discuss additional courses to be funded to maximize FTE production with the use of remaining 40% of the budget with consideration for roll over funds.

Instructor salaries: Summer teaching is not mandated for tenure-track faculty and instructors. Summer teaching assignment should not interfere with research activities and/or be used to adversely impact teaching in regular semesters both in cost and quality. The salary for teaching a course by tenure-track faculty and instructors is 10% of the nine month salary up to a maximum of \$7,500 for a 3-credit course. The salary for lecturers will normally be \$3,000 for a 3-credit course. A tenure-track faculty member or instructor will normally be offered one but not more than two 3-credit courses to teach.

Minimum enrollment: The college policy for a course to be offered is a minimum of 15, 10, and 7 for lower division, upper division, and graduate courses, respectively. Exceptions to this policy will be considered by the Dean when adequate justification is provided by the Chair.

The final decision on all matters relating to summer instruction is with the Dean.