COLLEGE POLICY

Policy Title Summer School

Policy number	3105
Date issued	*Effective 3/5/2015*
Responsible office(s)	Academic Affairs
Keywords	academic affairs; faculty; summer term; summer school

Policy purpose

Guide the fair and equitable distribution of summer work for faculty.

Scope

Definitions

- **Summer session**
  Any course starting after June 1 and includes 2, 3, 6, 8 or 10-week sessions.

Policy

For most programs, the summer session is understood to be unique, voluntary and outside the scope of the standard yearly contract for faculty. Therefore, the college has an opportunity to structure the assignment process and compensation plan to best meet the financial and enrollment goals of the college and provide maximum access to students. The purpose of summer session is to serve students with quality offerings (both new and continuing students and course takers/transfer students); generate FTE toward academic year targets and positively impact the budget.

Nothing in this policy shall be construed to represent policy or precedent for the standard fall and spring academic semesters. These processes do not apply to faculty who teach in programs or disciplines in which a trimester calendar has been implemented, wherein 'summer" is one of two regularly contracted semesters. Contract services and continuing education offerings, counselors, faculty on alternate calendars and those part-time faculty not paid through the current TAG system are not part of this process. Courses offered as part of existing grants are exempt from the order of assignment but compensated according to the process below.

While this documented process identifies the order and manner in which work will be offered to all eligible faculty, the college retains the right to assign faculty to particular courses or to use discretion in special situations in order to meet the mission and goals of the college and serve students in the best way possible.

Criteria for Summer Session Assignments

1. Faculty must have completed the *Faculty Declaration of Interest to Teach: Summer Session* by the stated deadline.
2. All assigned faculty must be certified and qualified in the instructional area.
3. Assigned faculty must have experience or training in delivery modality.

Assignment Process

1. **Off the top assignments:** In collaboration with faculty, Deans have discretion to make certain assignments based on special situations or special expertise that are in the best interests of the program/discipline and students.

2. **Faculty collaboration and consensus-based recommendations:** Where possible, it is recommended that faculty work together in an inclusive, collaborative and transparent manner to recommend summer assignments in a fair and equitable way that ultimately are in the best interests of the students and the program/discipline. Recommendations for assignments would be forwarded to the Dean for final assignments. This process is to be based in IBPS principles and must be agreed to by all those faculty who meet the criteria above. In cases where a process such as this is not agreed to or if it is tried and not successful, the following order of assignment will be used.

3. In the distribution of assignments, uncovered courses will be offered in seniority order to faculty members within the program or discipline[1] and at their assigned regional campus[2] who meet the criteria above in the following manner. Every reasonable attempt will be made to align stated preferences and availability as noted on the *Faculty Declaration of Interest to Teach: Summer Session* when considering assignments:

1. Offer one course or equivalent[3] with a minimum of three-credits to each full-time faculty in order of seniority.
2. Then, offer one course or equivalent[3] with a minimum of three-credits to each part-time faculty in order of seniority.
3. If work remains, repeat 1) and 2)
4. If courses remain uncovered after all faculty members who normally teach in the discipline or program or regional campus have accepted assignments, uncovered courses shall be assigned at the discretion of the Dean. Assignments may be offered to interested faculty members outside of the discipline or program who are qualified and certified and when such assignments are in the best interest of the instructional program, to program or discipline faculty at other campuses, to resource faculty, to faculty who previously declined an offer, to faculty who had a class cancelled prior to the start of summer term* , to other college staff certified as instructors in a particular discipline or program (administrators or ESP as work rules allow), or to faculty who are qualified and certified but who did not turn in an *Faculty Declaration of Interest to Teach: Summer Session* form.

Any faculty member who declines a summer assignment is eliminated from further assignment. Re-consideration shall be at the discretion of the Dean.
* Deans will make every attempt to assign uncovered or added classes (minimum of three credits) to faculty who accepted a summer assignment, and the class was subsequently cancelled (criteria for assignment apply.)

<u>Summer Session Compensation and Working Conditions</u>

1. Compensation for workload in summer session for full-time faculty members shall be calculated by their annual salary as determined by the salary scale multiplied by 70% (.70) dividing by two (2) and multiplying by the learning facilitation percentage workload.
2. Compensation for workload in the summer session for part-time faculty members shall follow the part time compensation process.
3. Independence Day shall be considered a legally paid holiday.
4. Notification of summer assignment details (i.e. course name, time, location, load, etc.) comes directly from the Dean/School office. Individual contracts for summer session shall be issued separately from the regular school year contract and will be sent by Payroll.
5. Service and professional development are neither required nor compensated as part of full-time faculty/part-time faculty summer session workload.
6. Summer special assignment and compensation will be handled in the same manner as in the past. All assignments outside of learning facilitation (special assignments for program director/department chair) are made at the discretion of the Dean and based on local available budgets.

Links to state/federal regulations

Supporting documents

Related policies