



Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No.

2-97 February 4, 1997

SUMMER TERM SCHEDULING AND STAFFING

Supersedes Administrative Memorandum No. 3-95 dated December 4, 1995.

Summer term programming is an important adjunct to the academic year. Courses offered during these sessions serve at least four categories of students. One, they serve students, who because of family and/or employment responsibilities, must pursue their degree objectives on a part-time basis. Summer courses provide an opportunity to accelerate the otherwise constrained pursuit of their academic goals. Two, such programming enables students, who must repeat a required course, to remain in sequence with the course schedule in their major. Three, these offerings serve students who must remove prerequisite course deficiencies prior to admission to their chosen major. And, four, they attract students attending other institutions who reside in the area for the summer and desire to accelerate their degree progress.

Four factors govern the selection of course offerings scheduled for the Summer terms. One, there must be sufficient student demand to warrant offering each course. Two, Summer courses must creditably fulfill contact hour standards within an abbreviated span of calendar weeks. Thus, numerous upper division courses as well as those that require extensive out-of-class preparation must be excluded from consideration. Three, qualified faculty must be available to teach each offering considered. And, four, budgetary considerations limit the number of offerings scheduled.

The following principles should be followed in staffing Summer term courses.

1. Full-time faculty qualified to teach a specific course should be given preference.

2. Full-time faculty on academic year appointments will be assigned to no more than one course during the Summer term. Section Chairs on twelve month appointment will be expected to teach one course as well as perform normal administrative duties. In cases where the number of full-time faculty desiring to teach in the Summer term exceeds the number of courses scheduled, assignment will be made according to a mutually agreeable rotation system developed within sections.
3. Full-time faculty on academic year appointments will be, paid according to Administrative Memorandum No.6-77, March 1, 1977. In general, a faculty member will receive 10% of their base salary for a course with the typical three lecture hour pattern.
4. Part-time faculty will be paid in accordance with the current guest lecturer stipend rates schedule.
5. Full-time faculty teaching a second course will be paid in accordance with the current stipend rates for Continuing Education credit courses and overload assignments schedule. In no case may a faculty member be reimbursed more than 200% of his normal monthly salary.
6. Full-time faculty (both fiscal year and academic year appointments) teaching during the Summer term will be expected to keep a pro-rated share of their normal office hours and to participate in Section and University advising, registration, and governance activities as required.

W. Patrick Leonard
Vice Chancellor for
Academic Services

WPL/dls

CC: Full and Part-time Faculty
Administrative Staff