

**College of Business**  
**Summer School Course Offering and Teaching Guidelines**  
**January 21, 2009**

Since summer school is a self funded operation and optional on the part of the participants, the College of Business needs to balance the needs of the students, the faculty, and the college. This policy addresses priorities the dean and department chairs should consider when assigning faculty to teach summer school. This policy is subject to the Collective Bargaining Agreement and university policies.

Student Demand for Courses

The departments and College of Business should offer high student demand courses with the following priority:

1. The business core courses.
2. Other required courses for the major.
3. Required courses for the business minor.
4. Elective courses for the major.

The department and the College of Business should evaluate historical trends and academic year supply and demand for course seats when considering whether or not a course is considered high demand.

Individual study courses and arranged study courses shall not be offered unless the faculty member offering the course agrees to limit her or his compensation and related benefits to the revenue generated by the course.

Faculty Assignment to Courses

The departments and College of Business should consider the following priorities when assigning faculty to teach summer courses.

1. Academically or professionally qualified faculty would be assigned to teach summer school courses. Faculty who are not academically or professionally qualified (***by the prior December 31***) would not be assigned to teach summer school unless a need existed for a high demand course and an academically or professionally qualified faculty member was not willing to teach the course.
2. Eligible faculty who request to teach a course would be assigned to teach one course. If all faculty members cannot teach at least one course because of low student demand, faculty would rotate teaching courses each summer. For example, faculty A would teach the course in year 1 and faculty B would teach the course in year 2. Initial assignment of a rotating course teaching assignment would be based on faculty seniority.
3. If all faculty members in the department have the opportunity to teach one summer course, faculty may be able to teach a second summer course if a high student demand exists subject to the following limitations.
  - a. Faculty members receiving summer compensation for administrative or research duties would receive last priority to teach a second summer course.

- b. Faculty members who are only teaching one course that is subject to proration because of low enrollments should have priority to drop that course and teach a course originally assigned to another faculty member in their department as a second course. (Comment: In the spirit of fairness, faculty members who are only teaching one course should not be prorated while other faculty receives full pay for two courses).
- c. As a general rule, we will not subsidize, but exceptions may be made according to department and college need(s).

*Approved by CB Executive Committee 2-4-09*

**COLLECTIVE BARGAINING AGREEMENT**  
**APPENDIX C: SUMMER SESSION FACULTY SALARY PRORATION POLICY**

The following policy provisions will apply to Summer Session operations. Unless otherwise provided, the summer salaries for regular faculty teaching in addition to their regular contract shall be computed as two-ninths (2/9ths) of the salary for the previous academic contract year, with ten (10) credits considered as a full load during summer session.

1. Proration will be based upon individual faculty salaries on a breakeven basis. If revenue from a faculty member's courses, taken as a sum, fails to surpass the full cost of all courses taught by that faculty member then the faculty member's salary will be reduced until the breakeven point is achieved. Full costs include instructional salary, benefits, contribution to department and college overhead, and contribution to university overhead.
2. The course may be canceled if ten (10) undergraduate or five (5) graduate students or fewer are enrolled. The decision to cancel a course will be made by the dean in consultation with the faculty member and the department chair.
3. In some instances in order to meet the goal of summer session to "provide appropriate course and programmatic offerings in order for students to meet their academic needs and interests," exceptions either to the proration or to minimum enrollment may be made at the discretion of the dean (or associate dean) and department chair and as agreed to by the faculty member.
4. An individual faculty member, in consultation with the dean (or associate dean) and department chair, has the discretion to not teach at a prorated salary. If the faculty member decides to not teach the course at the prorated salary, then the teaching assignment may be offered to another faculty member as demand warrants. Notice of the determination of the need to prorate will be made by the second (2nd) instruction day of the session.