

College of Business Summer School Course Offering and Teaching Guidelines

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 the College of Business should evaluate historical trends and academic year supply and demand for course seats when considering whether or not to offer a summer course. All regular courses are expected to have section sizes similar to the average section size during the academic year. Courses not offered during the academic year should have a section size appropriate to the level and pedagogy of the course. Each course/section should enroll at least to the break-even point.

Departments should attempt to prioritize offering core and foundation courses over non-required courses.

Individual study courses and arranged study courses shall not be offered unless the faculty member offering the course agrees to proration.

Faculty Assignment to Courses

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

1. Only faculty meeting the CB Standards for Faculty Qualifications will be eligible for summer course assignments. For most faculty, this will mean maintaining SA, PA or IP status. Faculty who do not meet qualifications standards (*by the prior December 31*) would not be assigned to teach summer school.
2. Eligible faculty wanting to teach a summer course must notify their department chair in writing by December 31st. Department Chairs will attempt to assign each faculty member one course. Faculty may only be assigned courses matching the faculty member's content expertise and qualifications. Specific course assignment is determined by the department chair.
3. If there is insufficient student demand for all faculty members to be assigned at least one course, 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 and qualification to teach the course. With department chair and dean's office approval, a faculty member without a summer course may develop a new course to be trialed in the summer term. All applicable Faculty Senate Curriculum deadlines for new course proposals will also need to be met.
4. Faculty members assigned to teach an online course must demonstrate that the course meets the CB minimum standards for online courses. Thus, all summer online courses

must be made available for review. Faculty members assigned an online summer course are expected to attend the CB Online Teaching workshop held in the spring term. Failure to attend the workshop and/or to meet minimum course standards may result in course re-assignment and ineligibility for future online summer teaching assignments.

5. 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 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. If not all faculty members desiring two courses are able to be allocated two courses, a second course assignment rotation consistent with the first-course assignment rotation outlined in point 2 above will be followed.
 - c. As a general rule, we will not subsidize any course, but exceptions may be made according to department and college need(s).

Approved by CB Executive Committee 9/12/19

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 one forty-fifth (1/45th) of the salary for the previous academic contract year per workload unit, 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 (3rd) instruction day of the session.