

Criteria for Summer Faculty Appointments in the College of Education

Approved by a Vote of the College of Education Faculty, January 30, 2009.

B. Summer Appointments Policy. (From the Collective Bargaining Agreement)

(1). Available supplemental summer appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment if practicable, in accordance with written criteria. The criteria shall be made available in each department/unit.

Criteria for the College of Education

1. The needs of the students provide the primary and overriding goal in assigning faculty to teach during the summer.
2. Tenure-track/Fulltime Faculty have the first option of whether or not they will teach a course in their program.
3. If the program has more than one fulltime faculty member who is qualified to teach a course, and who wants to teach it, the faculty member with higher rank has higher priority.
4. No fulltime faculty member is appointed to teach a second course until all fulltime faculty who are eligible and interested in teaching a course have been assigned to teach a course.
5. If no fulltime faculty want to teach or co-teach a course or are available to do so, then adjunct faculty, credentialed and approved by the program, are asked.
6. Once all fulltime faculty have been assigned one course, then fulltime faculty will be considered first to teach or co-teach a second course before those courses are staffed with adjuncts.
7. If the program has more than one fulltime faculty member who is qualified to teach a course, and who wants to teach it, then a co-teaching situation may be available provided that both fulltime faculty are amenable to the co-teaching arrangement and it meets the needs of the students. This would allow everyone who would like to have the opportunity to teach a second course to do so. This would also allow for faculty development and help faculty prepare for co-teaching in our new undergraduate program. Co-taught courses could have a higher cap.
8. The criteria above could also be applied to any additional courses that need to be offered.
9. If two faculty members are equally qualified, a rotation system could be set up from summer to summer.

Summer enrollments needed for courses in order to "make:"

- 10 students in a graduate class
- 15 students in an undergraduate class
- Courses required for students to graduate will be given priority.