

Policy on Summer Teaching Assignments

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January 31, 2019

Our current Policy on Summer Teaching Assignments needs to be revised for the following reasons:

1. It is based on an obsolete budget model.
2. It gives precedence to those who have declared they plan to retire, which has both ethical and logistical issues.
3. The faculty approved (in a straw poll) reserving some sections for Graduate students.
4. A procedure is needed to handle the pro-rated salaries.

Section 1 gives information on how summer teaching functions. Section 2 gives a possible new policy. Section 3 has some further discussion. The current policy is reproduced in section 4.

1 Information

- The College no longer hands us a budget. They may suggest not offering classes with historically low enrollment. They have a policy on minimum enrollments and pro-ration of salary at <https://www.ohio.edu/cas/dean/finance/sumoverloadguide.cfm>. For 1000 and 2000 level courses, the minimum for full pay is 20 and the minimum to run at all is 10; the corresponding minimums for 3000 and 4000 level courses are 12 and 6. The minimums are half as much when graduate students teach since they cost less. The minimums will likely increase in the future.
- Pay rates (minimums) are set by the provost and are available at <https://www.ohio.edu/provost/apaa/overloads.cfm>. For summer 2019, the rate per credit hour ranges from \$903 for a graduate student without Master's degree to \$2,822 for a (full) Professor.
- Total Summer enrollments are declining, particularly in our face-to-face classes. We teach a standard set of service courses.
- There are more requests for Summer teaching than spots available. Many graduate teaching assistants request Summer teaching.

2 Possible Policy

The selection of courses to be offered in summer (including their locations, delivery modes, and sessions) will be determined by the department Chair based on student demand and program needs. Faculty and teaching assistants will then be polled for their interest in teaching these courses. Instructors who are not meeting expectations in their academic year teaching are not eligible for summer teaching.

The Chair will assign courses from among those who expressed interest and availability. A minimum of 40% of the courses will be assigned to graduate student teaching assistants. Priority in assigning courses to faculty is based on:

1. pilot programs endorsed by the Undergraduate Committee,
2. recent experience teaching that course, and
3. time since last receiving a summer teaching assignment.

The Chair may adjust these priorities as needed in order to cover all scheduled classes.

Classes that are under-enrolled may be canceled or have their instructor salary pro-rated according to College policy. Instructors assigned to a class have until 10 days before its start date to withdraw from teaching that class; if they do not withdraw then they commit to teach it even if their salary is pro-rated.

3 Discussion

- Is 10 days an appropriate deadline for withdrawing?
- Is 40% an okay minimum for TAs? If a faculty withdraws due to low enrollment, their replacement would likely be a TA, so a 40% initial allocation would likely result in greater final proportion.
- Should we explicitly say that instructors whose course is canceled or under-enrolled cannot bump a lower status instructor?
- The priority on “recent experience” is meant to reduce situations like a full professor teaching MATH 1200 (4 credits, fully enrolled) in order to maximize income. Is that okay and sufficient?
- I tried to write it so it could be applied even after regional faculty and course offerings are integrated into the department. Does it work?

4 Current Policy

Summer Teaching Assignments Policy

Department of Mathematics

The summer teaching assignment policy of the Department of Mathematics is essentially a rotation scheme subject to some limitations. The assignments are made in the following way.

We are given a budget by the office of the Dean of the College of Arts and Sciences. This budget requires that a certain number of courses be taught by T.A.'s and that others be taught by the various professional ranks, since the pay is different for the different ranks. The first thing that is done is to figure how to meet the budget and cover the desired courses. This gives us a certain number of T.A.'s, assistant, associate and full professors that can be assigned.

Meanwhile we have sent out notices asking interested faculty to request summer teaching and have received these response, sometimes including a request for a particular session. We then begin to fill the faculty positions within the ranks according to the following priorities.

The first priority is given to people who have declared that they plan to retire. Such people are guaranteed two courses in the last two summers before retirement. The second priority is given to people who did not teach the preceding summer. The third priority is given to people who taught the previous summer but not the summer before that and so on. Exceptions to this may be made in cases where a particular course needs to be covered and only certain people can teach it.

Only after everyone who wants a summer teaching assignment has received one will anyone be considered for a second course. The priority for the second course assignment will be similar to that for the first.

This policy spells out in detail what was agreed to by a vote of the faculty on October 26, 1993.

This policy was written and distributed to faculty on May 26, 1995.