

# Policy on Summer Teaching Assignments

Proposal for vote

March 25, 2019

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. specialty skills required for a specific course or format,
3. recent experience teaching that course, and
4. 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.