Summer Session Appointments and Assignments

We will not be working on summer session policies, required by Article 18 of the CBA, until fall 2015.

However, Article 18 does enumerate certain requirements that are in effect now. In addition, we have outlined some guidelines that we hope will be helpful to you.

**Article 18 requirements:**

- The appropriate department or unit head will determine the Summer Session teaching schedule, if any, in consultation with faculty, and in consideration of the following: faculty expertise; student demand; program and curricular needs of the academic unit; available resources; school, college, and university needs; and in accordance with approved procedures and criteria.

- An offer of a Summer Session appointment will be made at least five weeks prior to the beginning of the appointment, whenever feasible. A bargaining unit faculty member on an academic year appointment is not required to accept a Summer Session appointment, and will not be subject to discrimination and/or retaliation for declining a Summer Session appointment.

- The department or unit head may cancel a scheduled class or reassign a bargaining unit faculty member in accordance with approved policies and based on the following: faculty expertise; student demand; unit, school, college, or university needs. In the event that a course is cancelled, the department or unit will attempt to appoint the bargaining unit faculty member to a new assignment.

**Provost/Academic Affairs guidelines for Summer 2015**

- Articulate to faculty the goals of Summer Session, along with the criteria and process for creation of summer schedule, including course and faculty selection, and consult with them as required by Article 18.

- Ensure faculty understand summer compensation (utilize summer payroll practice guidelines distributed November 2014).

- Share timeline for summer teaching decisions, including course cancellation policy.