

**Summer Session Policy  
American English Institute**

## **I. Preamble**

In collaboration with the Dean's office, departments and programs may coordinate opportunities for faculty to teach courses during summer session. This policy concerns summer session appointment for non-tenure-track and pro tem faculty. Summer instructional contracts are distinct and separate from nine-month, academic-year contracts. Summer term assignments are not guaranteed to any faculty member, nor are faculty required to work summer term assignments.

During the Summer Term, all faculty members are considered Pro Tempore. Summer appointments are ideally filled by current NTTF faculty. Summer appointments are typically not given to graduate students, but may be necessary in certain situations. Graduate Employees are governed by the GTFF collective bargaining agreement; however, the AEI reserves the right to determine appropriateness of graduate students' qualifications to the assignments in question.

The University and the College determine how net revenues from the summer session instruction are allocated. Since departments are expected, at minimum, to break even, they should think carefully about the cost of resources they invest in summer courses relative to the anticipated enrollments. If the tuition income does not cover the cost of offering summer courses, reimbursement will be due to the College.

## **II. Determination of Course Offerings**

AEIS: The Dean's Office will provide the AEIS program with guidance on summer session course planning.

IEP: Course assignments and their associated FTE will be determined by IEP enrollment.

IP: Innovative Programming's course assignments and associated FTE will be allocated according to accepted grant proposals.

## **III. Assignment of Instructors to Courses**

Given the unique unpredictability and lack of advance visibility of enrollment in the AEI, there can be different assignment availability from one summer term to the next. The unit will attempt to provide five weeks preliminary notice of summer assignments. However, the feasibility of notice this far in advance is unlikely. One to two weeks preliminary notice is more typical of our unit.

Per the Collective Bargaining Agreement (CBA), a bargaining unit faculty member on an academic-year appointment is not required to accept a summer session appointment, excepting what is described in Article 18, Section 5 of the 2015-18 United Academics CBA (which would require that the summer session expectation be present in the renewal or hire notification in the employee's contract). If additional instructional FTE is needed after all active faculty requesting FTE have been appointed, the steps below will be followed in the order presented.

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1. Reach out to active faculty who did not request any FTE or are working less than 1.0 FTE in the summer term and encourage them to consider accepting an assignment, if willing and able.
2. Consider additional GE's. The amount of FTE to be distributed will be .49. The GTFF collective bargaining agreement will determine who is eligible to receive the FTE. AEI may accept or reject those GE's put forward as eligible by the GE's department of study.
3. Recruit retired faculty (also hired as pro tem).
4. Hire new pro tem instructional faculty.

If more faculty are requesting summer session assignments than there are courses to offer them, via the FAR form (FTE Assignment Request) the steps below will be followed in the order presented.

1. Highly specific program needs will be staffed first, and may be staffed by faculty members of any rank (NTTF Senior II, NTTF Senior I, NTTF CT Instructor, pro tem) or track (CT Field Intensive, CT Teaching Intensive). Such specific needs include but are not limited to: necessary administrative roles, lead instructor roles, roles requiring specific skill sets or knowledge within program development projects. These assignments may or may not be less than 1.0.
2. All remaining faculty requesting summer FTE will be offered a reduced FTE across the board equally across rank and track. The amount of FTE provided per requestor will depend on total FTE available.
3. After the across-the-board reduction and preliminary notification, if additional FTE becomes available, then it will be distributed
  - o first by consideration of program need (if deemed specific enough),
  - o second by rank seniority: NTTF Senior II's receive FTE first, then NTTF Senior I's, then NTTF Instructor Rank. If there are multiple instructors within a given rank who are eligible to work the FTE being distributed, it will be assigned in order of seniority by hire date within each rank group.

#### **IV. Professional Responsibilities of instructor During Summer Session**

Professional responsibilities of faculty teaching summer session courses are identical to those connected with teaching a course during the academic year: holding weekly office hours, answering standard advising questions that arise for students, and standard duties associated with administering the course that arise even before or after the summer session term (e.g., finalizing grades of "incomplete"). In the AEI, a full-time workload is constituted in exactly the same way as during the academic year, in both matriculated (AEIS) and non-matriculated programs (IEP, Innovative Programs).

#### **V. Compensation**

The FTE assigned to a course must be the same regardless of rank or track of the instructor. Given the complex fiscal nature of our unit, compensation for instructional FTE in summer-session assignments is an exception to the options provided by CAS.

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Currently, AEI is exempt from the requirement that a separate and distinct summer session base salary be used, or that tiered base salaries be established. AEI faculty are paid in summer term with their regular wages in the same way as any term in the academic year sessions. AEIS instructors are required to be available for work for the full length contract.

**VI. Course Cancellation**

Summer session courses in the matriculated program (AEIS) have a clear cost and tuition revenue connected to them. Summer session course that do not have sufficient enrollment prior to the scheduled start of the course will be cancelled. This arrangement will be clearly stated for the faculty member in the appointment notice for this voluntary assignment. There are situations in which a summer session course may be offered, based on pedagogical or other academic principles, even when it generates a net financial loss.

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, which may or may not be instructional in nature. Program need will always be the primary consideration for alternate assignments.

**VII. Research Appointments During the Summer**

To comply with federal requirements, when a nine-month faculty member is funded at 1.0 FTE on a research contract during the summer, the faculty member must work exclusively on that project. Faculty members should not accept 1.0 FTE summer research appointments for any period of time when they will not be working on the project. To comply with federal regulations, non-instructional summer pay funded by a sponsored project is based on a faculty member's academic-year salary. For our department, that is also consistent with other types of assignments. Professional responsibilities are specified by the principal investigator (or designee) and/or by the agreement with the granting agency.

**ADDENDUM**

**I. FTE Assignment by Type of Summer Course**

Summer term FTE should be based on what the course FTE would be during an academic year. In CAS, a course is typically .1111 FTE annually or .3333 FTE during a term. FTE for courses carrying other amounts of credit is prorated on a 4-credit standard. Course credit hours and their associated 12-week contract FTE are as follows:

<b>Course Credit Hours</b>	<b>12-week Contract FTE</b>
3, 4 or 5	.3333

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Web-based course FTE is normally the same as for conventional non-online courses.

Other situations require prior consultation with CAS to set FTE.

## **II. Examples of Summer Term Overload Assignments**

Examples of summer-term overload assignments (> 1.0 FTE within a summer term) that are **currently** likely to be approved by CAS:

- A.** One 3, 4 or 5-credit course in fewer than 4 weeks, assuming that the shorter interval does not necessitate an unrealistic level of student engagement.
  
- B.** Two 3-, 4-, or 5-credit courses during one of the three 4-week summer terms, but typically not in two such terms.