



Summer School Teaching Assignments

It is University policy that no academic year (9-month) faculty is guaranteed summer school teaching. However, in all instances, summer school assignments will be made in the best interest of the College. Therefore, the Dean of the College along with the respective Department Chair, will make the determination about summer school assignments.

The following points are designed to serve as guidelines for the offering of courses and the selection of summer school faculty:

1. Classes will be offered during the summer based on course rotation, projected enrollment, and/or student need.
 - a. For example, each program will have a rotation of courses for each degree program that students may rely upon (of course, providing sufficient enrollment).
 - b. Additional sections of a course may be added if there is sufficient student enrollment to warrant additional sections of a particular course.
 - c. Similarly, sections of a course or the entire course may be cancelled if there is insufficient student enrollment to warrant its offering. Consistent with University policy on *Minimum Class Size: The minimum routinely permissible class sizes are ten (10) students for freshman and sophomore courses, seven students for junior and senior courses, and five students for graduate courses. It will be the responsibility of the dean to show justification to the Office of Academic Affairs for any courses that are continued with enrollments of fewer than those specified (see Faculty Handbook: 6.2.1.1).*
 - d. A course may be offered if it is needed for one or more students to graduate.
2. No faculty member will receive a summer school assignment for more than two consecutive summers, unless it is in the best interest of the University to do so.
 - a. For example, circumstances may necessitate that a person teach more than two consecutive summer school sessions, or a person may possess a particular expertise and be the only faculty member available for teaching.
 - b. Faculty may be offered a pro-rated salary, or courses and/or sections may be combined, when enrollment is insufficient to warrant a summer teaching assignment at full salary.