

GUIDELINES FOR MANAGING SUMMER ASSIGNMENTS

The Collective Bargaining Agreement, Article 8, section 8.4, states:

F. Summer Appointments Policy.

(1) Available supplemental summer appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria. The criteria shall be made available in each department/unit.

The following are factors to consider in managing summer assignments:

- **Demand Driven Enrollment:** Summer school instructional needs must be driven by student demand in terms of which courses are offered.
- **Meet the Student Credit Hour (SCH) enrollment target established** for the college/unit.
- **Be within the summer school budget** of the college/unit – balance the number of sections offered against budget and the enrollment target for the college/unit (expressed in terms of SCH).
- **Eligibility of the assigned faculty member to teach the assigned course** based on course specific credentialing requirements for SACS or other accreditation.
- **Consideration of a faculty member's other paid university assignment(s)** that are comparable to a 3-credit course.
- **Special needs** in the program and college/unit (for example graduation and accreditation requirements).
- **Equitable apportionment** may include taking a long-term view over multiple years.