

## **Summer Assignment Policy Lutgert College of Business**

As all students in the State University System of Florida are required to earn a minimum of 9 credits by attending one or more summer sessions (BOG Regulation 6.016), Florida Gulf Coast University has a responsibility to offer summer courses for its students. However, because the total number of course sections that can be offered each summer is constrained by budget, the Lutgert College of Business recognizes that not every faculty member who wishes to teach a summer course in a given year may have the opportunity to do so. In order to codify a summer appointment process that is equitable to all faculty, and in accordance with Article 8, Section F of the Collective Bargaining Agreement, the Lutgert College of Business has developed the following guidelines to aid Department Chairs and Directors for allocating summer classes.

### Criteria for Offering Summer Courses

Summer school course schedules are driven by student need and summer teaching assignments are made to stay within the College summer budget.

As summer course offerings are limited, the Department Chair/Director will prioritize offering those courses that meet the following criteria:

1. Courses determined to be necessary for student progression by the Director of Enrollment Management.
2. High potential to meet maximum enrollment (e.g., core courses courses).
3. High demand from students in department programs due to insufficient sections offered during Fall and Spring terms determined by Director of Enrollment Management. Potential for maximum enrollment is assumed.
4. Course does not compete with another section and potentially impact enrollment.
5. Course is scheduled on days and at times that accommodate student needs.
6. Courses are scheduled across summer A, B and C in conformance with available budget.

### Factors Considered When Making Summer Teaching Assignments

Since not all faculty members can be accommodated in their summer teaching requests each year, the Department Chair/Director will consider the following factors when making summer teaching appointments, recognizing that offering required courses within the available budget preempts all priorities:

1. Faculty must be qualified to teach available summer courses according to SACS and AACSB criteria.
2. Faculty who have not taught a summer course recently will be given priority for summer assignments.
3. Faculty without additional sources of university or college funding may be given priority for summer assignments.
4. Ranked faculty classified as "Scholarly Academic" at the time summer assignment is made and Instructors who are not classified as "Other" will be given priority for summer assignment.
5. Faculty not on a PIP for teaching will be eligible for summer teaching assignment.
6. Faculty receiving "Meets Expectations" or above on teaching portion of the most recent Annual Performance Evaluation will be eligible for summer teaching.
7. Faculty not on a PIP for research and/or service will be given priority for summer teaching assignment.

8. Faculty receiving “Meets Expectations” or above on research and/or service portions of the most recent Annual Performance Evaluation will be given priority for summer assignment.

#### Allocation Process

The primary driver of summer scheduling is to offer courses determined to be necessary for student progression by the Director of Enrollment Management within the College summer budget. Summer scheduling and assignment process is:

- Chair/Director in conjunction with the Director of Enrollment Management identifies courses to be taught the following summer during fall of each academic year.
- Chair/Director develops summer schedule during fall of the academic year. If the available summer budget is uncertain at that time, all courses will be assigned to “Staff”.
- When summer budget is available, faculty will be solicited to teach specific courses the following summer that meet the criteria listed above.
- If, after applying both the course criteria and the faculty selection factors, there is insufficient funding to support all of the requests made, the Chair/Director will proceed with the summer appointments and notify affected faculty members of the decisions made.
- If, due to budget constraints, all necessary classes can only be offered by offering individuals teaching one summer class a second class during the same summer term, this may be done even though all faculty in the department are not scheduled to teach during the summer.
- Department chairs/directors are asked to implement, when at least two faculty members can teach each class offered in the summer, a rotation of summer schedules whenever possible.