

SECTION: Personnel Policies and Procedures
SUBJECT: Summer Employment Policy
SOURCE: Board of Trustees Policy 603.02

NUMBER: F/3.2

Summer Employment Policy

In compliance with Board of Trustees Policy 603.02 Contracts: Summer Employment of Salary Schedule D Employees, the following applies in the assignment of summer term employment:

"A full-time Schedule D employee who is employed by virtue of an academic year letter of appointment (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term provided that:

- a. there is sufficient student enrollment;
- b. there is sufficient funding available;
- c. the employee is qualified to provide the service scheduled;
- d. the employee meets the criteria of the institution's local summer employment policy; and
- e. the instructor may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters."

No full-time faculty member (9-month), regardless of years of service, is guaranteed summer employment. Faculty members will submit their requests for summer employment to their division chairperson/program director.

Previous summer course enrollment (course demand), supervisor evaluation of faculty performance (faculty evaluation system), and seniority will be considered as summer term teaching assignments are formulated.

Seniority will be determined first by experience and effectiveness in teaching the specific course(s) and then by years of full-time teaching service to the College. First priority for teaching will be to assign courses to division chairpersons/program directors because of the administrative duties expected of them in addition to their teaching. Overloads for full-time instructors in summer semester will be assigned only in the case of extreme need. If an instructor's class must be cancelled, reassignment of class sections will be determined by the division chairperson/program director based on the faculty member's qualifications to teach other courses. An instructor assigned in two or more disciplines will accrue seniority in the discipline for which s/he was originally hired. An instructor originally hired to teach in two or more disciplines will accrue seniority in each of these disciplines from the time of hiring. A faculty member may be employed for less than a full-time teaching load (credit hours/contact hours and student full-time equivalency) for a summer term and will be compensated at a prorated amount of his/her salary schedule. Courses will only be assigned to part-time instructors after all faculty have a full-time teaching load or the requested teaching load for summer employment.

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Academic

A full summer teaching load is defined as three academic course sections for 4-hour courses and four academic course sections for 3-hour courses and a minimum credit hour production of 144 hours (12 student FTE).

Teaching assignments will be made using the following system:

1. After the division chairperson, second priority will be to assign at least one summer course to every faculty member who desires summer employment.
2. Once all faculty have one course, the remaining courses will be assigned in order of seniority until all courses are assigned or all faculty have at least two courses. The remaining courses will continue to be assigned in a like manner until all courses are assigned.

Health Sciences

A full-time teaching load is defined as a minimum credit hour production of 120 credit hours (10 student FTE).

Teaching assignments will be made using the following system:

1. After the program director, the next priority for summer employment will be given to faculty holding positions required by programmatic accreditation standards. Example, a clinical coordinator position required when student enrollment meets specified standards/ratios and in cases where these duties are not permitted to be assigned to the program director.
2. Once staffing to meet accreditation standards has been fulfilled, the teaching assignments will be assigned by order of seniority. Each faculty member desiring summer employment will be assigned at least one summer course, or course equivalent.
3. Once all faculty have one course, or course equivalent, the remaining courses will continue to be assigned by order of seniority until all courses are assigned.

Technical Division

Teaching assignments will be made using the following system:

A full summer teaching load is defined as a minimum of 12 credit hours with a combination of technical course sections totaling a minimum of 120 credit hours generated (10 student FTE).