



#### 4.8.3R

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Chapter 8, Administrative

Section 3, Assignment of Summer Teaching

Approval Authority: President

Responsible Executive: Provost/Vice President for Academic Affairs

Responsible Office(s): Office of Academic Affairs, Colleges,  
Departments

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## Assignment of Summer Teaching

### Regulation Statement

Every department and academic unit at Eastern Kentucky University has the responsibility of scheduling summer classes to facilitate student success and program completion. Further, factors such as student demand, fiscal considerations, availability of qualified faculty, and program needs—among others--may be used to determine the summer schedule and teaching assignments. Department Chairs/Unit Heads are responsible for determining the summer schedule and for all summer teaching assignments and Deans are responsible for approving such decisions. The Department Chair/Unit Head shall provide a justification for the offering and assignment of summer courses upon request.

The university's full-time and adjunct faculty members are eligible to teach summer session courses. A full-time faculty member holding an academic year appointment is neither obligated nor entitled to teach in a summer session. The original placement of a class on the summer schedule is not a guarantee the class will be offered. Summer courses may be cancelled due to consideration such as those listed above. Summer teaching assignments must be in compliance with Policy 4.7.3, Faculty Workload.

The University does not permit the use of guaranteed summer term teaching as a recruiting inducement.

Faculty shall be assigned to teach in the summer session in accordance with the following order of priority:

- A. Faculty under contract to teach in the summer session.
- B. Faculty on nine-month appointment whose teaching specialization is needed.
- C. Faculty on nine-month appointment who have the appropriate terminal degree or faculty with tenure who have advanced study related to their teaching field in lieu of the appropriate terminal degree.

When the number of faculty who wish to teach in the summer exceeds the number of positions available, a rotation system shall be established. This system shall be based upon Items B. and C. above. If possible, courses shall also be rotated so that the same specialized courses shall not be offered every summer; although, some specialized courses may have to be offered each summer because of student need.

In following these guidelines, the chair of the department has the option of assigning summer teaching to faculty who excel in teaching and who are making significant contributions to the department. In making exceptions to the rotation system to reward merit, the chair must be able to substantiate the action.

Faculty who have not completed appropriate terminal degree requirements and who do not have tenure shall be employed to teach in the summer only if no other faculty are available or if they have special qualifications which are needed.

The chair of the department shall maintain a roster which shall show the dates of summer teaching by each faculty member. When necessary, a justification for faculty selected shall be included. The chair shall provide the dean of the college with a copy of the roster at the time the summer schedule is submitted.

Based upon agreement within a department and with the dean of the college, faculty may be employed for the summer term on a half time basis.

Any modifications of these guidelines must have the approval of the dean of the college, the Provost and Vice President for Academic Affairs, and the President of the University.

## Entities Affected by the Regulation

- Colleges
- Departments
- Faculty

## Responsibilities

**Department Chair/Unit Head**

The Department Chair/Unit Head is responsible for

- assigning faculty to summer courses.
- if requested, providing a justification of summer teaching assignments.

**Program Coordinator or Other Scheduling Designee**

When appropriate, a program coordinator or other scheduling designee is responsible for working with the Department Chair/Unit Head to assign faculty to summer courses and, if need, a justification for summer teaching assignments.

## Interpreting Authority

Senior Vice President for Academics and Provost

## Regulation Adoption Review and Approval

**Regulation Issued**

<u>Date</u>	<u>Entity</u>	<u>Action</u>
July 30, 1987	Board of Regents	Adopted*
January 1975	Council on Academic Affairs	Approved

\*As part of the Faculty/Staff Handbook