



Dorothy F. Schmidt College of Arts and Letters
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MEMORANDUM

DATE: April 12, 2010

TO: Chairs

FROM: Manjunath Pendakur, Dean
Dorothy F. Schmidt College of Arts & Letters

SUBJECT: Policy and Criteria for Offers of Supplemental Summer Appointments

Supplemental summer appointments will be made in accordance with University regulations and any applicable collective bargaining agreement.

Supplemental summer appointments may become available and offered based on college curricular needs, student demand and available funding. These appointments may only be offered to nine-month college faculty qualified to teach the class being offered. Courses should be limited to those with a summer history of high demand and high enrollment, and be scheduled at times that maximize student access. Each Department/Program's initial summer schedule should be geared towards equaling (at minimum) or exceeding the prior summer's enrollment. The content of the initial schedule should not include or anticipate a two-course assignment for any individual. Campus specific needs should also be taken into account in planning the summer schedule. If special circumstances in a department prevail, please consult the dean as early in the process as possible.

The Chair/Director of academic units is the person responsible for offering an available supplemental summer appointment. He/she shall consider the following when determining which qualified faculty member is offered the appointment:

1. The employees' educational qualifications and experience.
2. With the exception of instructors with less than three years service, equality of summer employment opportunities for all in-unit faculty over time.
3. The employees' interest.
4. Budget availability.

Faculty may qualify for a supplemental summer appointment only if he/she both 1) has received "excellent" or "above satisfactory" evaluations of teaching in their most recent annual evaluation; and 2)

holds an annual assignment that includes at least 12 Credit Hours assigned to classroom instruction, unless a sabbatical, fellowship, other leave or administrative appointment precluded such an assignment.

As a first step, based on what is outlined above, Department Chairs/Directors shall submit to the Dean a proposed summer schedule via the Crystal Report. The Dean's Office will do the final costing of these curricular priorities and work with the Chairs/Directors to make any necessary changes before the final schedule is in place.