

## MEMORANDUM

DATE: December 9, 2003

TO: Academic Deans

FROM: Kenneth Jessell  
Senior Vice President for Finance and Interim Provost

RE: **Guidelines For Deans: Faculty Summer Assignments**

I appreciate all the efforts you and your college have undertaken to offer an appropriate academic program with an increasingly constrained budget. I know that you are all in the midst of planning your schedules for next summer. I am offering the following guidelines to assist you and your faculty plan appropriately for Summer 2004.

Summer schedules are to be developed so as to address program needs as determined by degree requirements, general education requirements, student enrollment demand, and FTE target expectations. Summer schedules must of course also reflect any summer budgetary constraints that may exist.

The needs of the program must be considered in assigning faculty to the summer schedule. Within this context, the following guidelines are recommended:

- First, the appropriate schedule of courses for the department/school/program should be developed.
- Each college shall develop their own guidelines for program offerings and faculty assignments, in order to best meet their obligations to students.
- Available summer appointments shall be offered as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable.

Please make certain by copy of this memorandum that all department chairs/school directors are aware of this policy. Any questions may be directed to Diane Alperin, Associate Provost of Academic Personnel.

cc: Provost's Advisory Council  
Campus Vice Presidents