

## **Faculty Affairs Team Suggestions for FGCU Summer Assignment Policy (Final approved revision: Dec 7, 2017)**

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 University 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 aid in the development of university guidelines for scheduling and conducting summer courses that is equitable to all faculty, in accordance with Article 8, Section F of the Collective Bargaining Agreement, and that aligns with existing parameters set out in the various colleges within the university, the Faculty Affairs Team offers the following suggestions.

### **Criteria for Offering Summer Courses**

Student need drives the selection of summer school course schedules and College administrators often make summer teaching assignments based on 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 and for relevant accrediting associations' requirements (e.g., LCOB's AACSB accreditation);
2. High potential to meet maximum enrollment (e.g., core courses);
3. High demand from students in department programs due to insufficient sections offered during fall and spring terms;
4. Courses that do not compete with another section and potentially impact enrollment in fall and spring terms;
5. Courses are scheduled on days and at times that accommodate student needs; and
6. Courses are scheduled across summer A, B and C in conformance with available budget.

### **Factors to Consider When Making Summer Teaching Assignments**

Not all faculty members can be accommodated in their summer teaching requests each year. Therefore 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 other priorities:

1. Faculty members must be qualified to teach the selected summer courses, per SACS and other relevant accrediting associations' criteria.
2. Faculty members who have not taught a summer course recently will be given priority for summer assignments, as long as all other substance qualifications are met.
3. Faculty members qualified to teach a selected course and who do not have additional sources of university or college funding will 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 assignments.

5. Faculty members who are on a PIP for “Below Expectations” for teaching are not eligible for summer teaching until the PIP is cleared.
6. *If two faculty members are qualified to teach a course necessary for student progression, the faculty member who has not received a “Below Expectations” in research or service in her/his most recent Annual Performance Evaluation will be assigned the summer course.*

### **Allocation Process**

The primary consideration for summer scheduling is to offer courses determined to be necessary for student progression and to be within the College summer budget. Summer scheduling and assignment process is:

1. Chair/Director identifies courses to be taught the following summer during fall of each academic year.
2. 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.”
3. When the final summer budget is available, Chair/Director adheres to the criteria previously listed and solicits faculty members to teach specific courses accordingly.
4. 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 determines the summer appointments and notifies all faculty members who are impacted by the decisions.
5. Summer teaching is voluntary. Faculty members must consent to teach before a summer assignment is made.