

Updated Process for Staffing Spring and Summer Courses

Approved by Advisory Committee 10-16-17

Rationale: Given the rise in interest in teaching spring and summer courses, the decrease in spring/summer courses offerings, and feedback from tenure-track and affiliate faculty, we are implementing a modified process for staffing spring and summer courses going forward.¹

Our goal is to offer interested tenured/tenure-track and affiliate faculty opportunities to teach in the spring and summer. Approximately 75% of the courses will be set aside for tenure-track/tenured faculty and 25% of the courses will be set aside for affiliate faculty, as these percentages mirror (approximately) our departmental faculty composition. Given the number of faculty in our department and number of courses offered, it is reasonable to anticipate the opportunity to teach a spring/summer class at least once every 3 years.

In making staffing assignments, the Assistant Chairs, in consultation with the Advisory Committee, will make recommendations to the Unit Head using criteria based on the number of credit hours taught in the prior 5 spring/summer terms, flexibility in teaching – both in terms of type of course and schedule of courses offered, and CLAS budget restraints.

Process:

1. Priority will be given to faculty members with the least number of credit hours taught in the past 5 years. After determining the number of courses available for affiliate and tenure track faculty in a given spring/summer semester, an initial sort of faculty interested in teaching, based on the least number of hours taught in the past 5 years, will determine who is initially considered for a teaching assignment. There will be two initial pools, one for affiliates and one for tenured/tenure-track faculty².
2. Next, scheduling flexibility offered by faculty (both in teaching assignment and scheduling of class meeting time) will be considered. If a colleague is in the initial pool, but indicates limited teaching preferences that cannot be accommodated given the teaching requests of others in the initial pool, the Assistant Chairs will continue down the “credit hours taught” list and determine if the next colleague can meet teaching needs. This implies that colleagues, though in the initial pool, may not be offered a course to teach, if they offer limited flexibility.
3. In the cases where two colleagues have taught the same number of credit hours and have similar flexibility, the colleague who last taught the least recent spring/summer term will be given staffing priority. In the case where all factors are (essentially) equivalent, the faculty member with lower rank will be offered the course.
4. In assigning courses, the preferences of the faculty member will be recorded and used to make assignments in subsequent spring/summer semesters. (For example, if colleague A received her top

¹ For example, last year, three tenure track faculty who requested to teach either had a class cancelled or deferred the opportunity to teach to the next summer.

² In Spring/Summer 2018, those who deferred teaching in 2017 will also be given a place in this initial pool as this was promised at the time; however, going forward, initial pools will be determined by (least number) of credit hours taught in the past 5 spring/summer terms.

choice in a class the last time she taught, she will most likely be assigned a “willing and interested” or “willing if no other choices” preference the next time she teaches in the spring/summer.)

5. The Math Center Director is offered the opportunity to teach in the spring/summer semester because of the terms of the contract.
6. If there are not enough tenure track faculty willing to teach the 75% of designated courses, affiliate faculty members will be offered courses to teach based on the number of credit hours taught in the past 5 years and their flexibility (or vice versa with the 25% designated courses set aside for affiliate faculty).

Things to Consider When Requesting to Teach Spring/Summer:

- The more flexible a colleague can be (given the limitations of their expertise) in terms of willingness to teach a variety of classes, the more likely they are to have a course assigned, and the more likely to have such a course that meets in the desired time frame.
- Courses can be cancelled as late as the end of April for spring (first six or eight week) and 12 week courses and as late as the middle of June for summer (second six-week) courses due to low enrollment. Minimum enrollment is normally 15 students.
- Tenured or tenure-track faculty teaching during the spring/summer session are expected to participate in service-related activities as assigned by the unit head in response to a survey in the winter semester. For example, faculty may be expected to attend interview-related events, handle student-advising questions, or serve on a relevant ad hoc task force.