

Full-Time Faculty Handbook for Compensation and Workload

Appendix 6: Summer Teaching

The offering of classes during the summer term will be predicated upon the benefit to instructional programs, enrollments, FTEs, class size, and available funding. This agreement will work in accordance with the general agreements in the Guidelines regarding the calendar.

Load and Compensation

Compensation and Teaching Assignments

All full-time faculty desiring to teach during the summer term will be allowed the opportunity, subject to the availability of classes, available funding, and the provisions of the rotation procedure described below.

Compensation will be 2.35% of their annual pay per instructional unit, based on a nine-month contract, up to a maximum of ten instructional units, but in no case will that amount be less than the current adjunct rate plus \$50 per instructional unit. Overload for summer teaching assignments beyond 10 instructional units will be paid at the current adjunct rate based on contact hours and in accordance with current policies and procedures. Teaching assignments above 15 instructional units require the approval of the Provost of Academic Affairs.

In the event that there are unassigned classes remaining in the department after all faculty desiring to teach during any given summer have been assigned their classes, adjunct faculty will be recruited to teach the remaining classes. Teaching during the summer term by full-time faculty is strictly voluntary. If the number of sections offered by the department for the summer term exceeds the availability of full-time and adjunct faculty, sections will be eliminated and not offered in the printed class schedule. This shall not prevent Academic Administrators from making a general announcement to a department, before the printing of the published summer class schedule, that certain classes will not be offered that might otherwise have been.

Full-time faculty teaching during the summer term will be expected to fulfill additional College responsibilities, such as committee work, adjunct faculty support, etc., commensurate with their assigned teaching load. At the same time, faculty will only be expected to be on campus during the summer sessions in which they teach.

Summer Rotation Procedure

This rotation procedure will apply within each department and be administered irrespective of the teaching assignment location.

By January 15th of the academic year, those who wish to be considered for summer teaching must declare their desire to do so. Classes will be assigned to those at the top of the department's rotation list first and the assignment will proceed down the list until all the available classes have been assigned, or each faculty member desiring to teach has been assigned classes, whichever happens first. Those who are eligible for summer teaching and decline the opportunity will stay at the top of the rotation list until they do teach during the summer term. By March 1st, the Academic Administrator will notify faculty of the classes they will be assigned for the summer term.

Faculty who teach the summer term will be rotated to the bottom of the rotation list. No faculty member will be assigned more than 120% of a full load during the summer term until the desired for every other faculty member in the department has been assigned. If a faculty member desires to teach less than a full load during any Summer term, they may remain at the top of the list until the cumulative total number of hours taught equals 90% of a full load or more. Any new faculty will be placed at the bottom of the rotation list as it exists on their hire date.

When assigning classes for the summer term, the qualification of each faculty member needs to be appraised both by the department and the Academic Administrator. Faculty who desire to teach new courses must demonstrate their competence.

Department Coordinators will not be allowed preferential placement on the rotation list. They will be rotated on the list as are all faculty members.

Any exception to this procedure must be approved in advance by the Deans Council in collaboration with the Provost of Academic Affairs.

Summer Term Agreement for Full Time Faculty

By accepting any and all overload assignment(s) as scheduled by their Academic Administrator, the FACULTY acknowledges the terms and conditions of the Overload assignment as outlined in Appendix 9 (Full-Time Faculty Handbook for Compensation and Workload).

1. Full-time faculty teaching during the summer term will be expected to fulfill additional College responsibilities, such as committee work, adjunct faculty support, etc. commensurate with their assigned teaching load. At the same time, faculty will only be expected to be on campus during the summer sessions in which they teach.

2. Course load (the number of instructional units of pay for a particular lecture, lab, or learning activity) will be calculated according to formulas that are used to calculate overload and part-time contracts during fall or spring term. This means, for example, that a three-unit course in fall or spring will be three units in summer, and so forth.
3. A full teaching load for summer will be 1/3 of the annualized load or 2/3 of fall or spring semester's load, equivalent to ten (10) instructional units. Annualized load refers to the load carried by a full-time faculty member during the academic year, exclusive of overload.
4. Lecture courses in fall or spring generally have a one-to-one (1:1) ratio between weekly contact hours and instructional units. Lecture-lab courses generally have a 6:5 ratio, and lab courses generally have a 5:3 ratio. Summer terms have less than fifteen weeks, which skews weekly contact hours for summer term; however, a full summer load involves contact equivalent to ten lecture units delivered during fall or spring, twelve lecture-lab units delivered during fall or spring, or seventeen lab units delivered during fall or spring.
5. Compensation for a full load will be 23.5% of the faculty member's annual base salary, or 2.35% per instructional unit, up to ten (10) units. For units above ten (11-15) compensation will be the current part-time or overload rate.
6. Compensation for units one through ten (1-10) will not be less than the current Overload Rate plus fifty dollars.
7. The faculty member recognizes that Salt Lake Community College is a multi-site institution. The teaching site may vary from time to time. This agreement is dependent on the availability of funds and sufficient enrollment in all of the classes that you have been assigned for the term.
8. The faculty member will review and comply with Federal, State, and COLLEGE policies and Division procedures.
9. This agreement governs one term only and expires or terminates at the end of the designated term.