

CBA GOVERNANCE IMPLEMENTATION GUIDE

SUMMER SESSION APPOINTMENTS AND ASSIGNMENTS, ARTICLE 18

Process

- Faculty in the Tenure-Track and Tenured Professor classification and Career NTTF consider input by appropriate department or unit head, dean, VP, Provost or designee.
- Guiding principles from the Provost and Academic Affairs can be found on page 2 of this document. **Additional principles may be adopted. In particular, there will be clarification on the way in which Extension summer session fits into these policies and there may also be additional clarification concerning the way in which summer pay is structured.**
- In accordance with the department or unit's internal governance policy, faculty will then develop a written policy and procedures for the appointment, professional responsibilities, course cancelation and compensation of Summer Session work.
- Faculty submits recommended policy for review to the appropriate dean, vice president, or designee, who will provide a written explanation to the faculty and an opportunity to discuss any alterations he or she makes to the recommended policy before submission to Provost or designee.
- Provost or designee will have final authority to establish policy for each department or unit. If the Provost or designee materially alters the faculty-recommended policy, he or she will provide a written explanation for the change(s) to the faculty in the department or unit.
- Department or unit head, dean, VP, Provost or designee may initiate changes to established policies by informing the appropriate faculty of the change being considered, thereby initiating this process.

Special process for Summer Session, included in Article 18:

- The appropriate department or unit head will determine the Summer Session teaching schedule, if any, in consultation with the faculty, and in consideration of faculty expertise; student demand; program and curricular needs of the academic unit; available resources; and school, college, and university needs; and in accordance with approved procedures and criteria.

Policies

Article 18 requires the following

- Summer appointments for those on academic year appointments are in addition to the academic year contract. Summer session appointments may include Coordinator of Summer Session or other similar appointments.
- An offer of a Summer Session appointment will be made at least five weeks prior to the beginning of the appointment, whenever feasible. A bargaining unit faculty member on an academic year appointment is not required to accept a Summer Session appointment, and will not be subject to discrimination and/or retaliation for declining a Summer Session appointment.
- The department or unit head may cancel a scheduled class or reassign a bargaining unit faculty member based on faculty expertise; student demand; unit, school, college, or university needs; and in accordance with approved policies. In the event that a course is cancelled, the department or unit will attempt to appoint the bargaining unit faculty member to a new assignment.

Provost and Academic Affairs Guiding Principles

- Summer session criteria must clearly consider faculty expertise; student demand; program and curricular needs of the academic unit; available resources; and school, college, and university needs.
- Summer session criteria and procedures must be clear and transparent in describing how summer appointments are decided, when they are communicated, how they are compensated, and under which conditions they can be withdrawn.