

Summer Course Substitution

Unanimously approved in Deans' Council, 1/20/15; approved by BFA, 2/2/2015

The following is a proposal for considering substitution of summer course teaching for academic-year teaching responsibilities. If adopted, this process would run as an experiment for two years.

There are some courses that are better suited to being offered during the summer sessions due to their need to be, for example, in the field; in other cases, limited facilities or the need for a summer make-up opportunity make it impossible to meet student demand during the regular academic year. Where there are such courses, the campus should make every effort to offer them in the summer, including by substituting teaching in the summer for teaching requirements during the spring or fall semesters.

When a course is best offered during the summer in substitution for a regular academic-year course assignment, the following items should be addressed:

1. The faculty member, his or her department chair or program director, and the dean would need to approve the substitution of teaching responsibilities.
2. The summer course teaching assignment may substitute for a fall or spring course assignment in the prior academic year or the following academic year.
3. The department or program and not the faculty member would receive the summer course salary payment, since the faculty member would have received his or her full academic-year salary.
4. If the faculty member is to receive other summer salary, such as from a grant, during the summer when the substitute course is taught, the regular rules of summer salary, including effort requirement for the period being paid, will apply.
5. The faculty member is expected to be on campus during the semester for which the summer course assignment is substituting, and to meet normal service and advising obligations.
6. Final approval for such a substitution rests with the Office of Academic Affairs. If this policy is approved, AA will provide a form for requesting such substitutions.