

# **SUMMER SESSION: PURPOSE, EXPECTATIONS, POLICIES AND PROCEDURES**

## **Purpose**

It is the mission of Fort Hays State University summer session to provide instruction through courses, workshops, and other experiences which meet student needs and contribute to the accomplishment of five primary instructional objectives.

These five primary objectives are to provide instruction which:

1. Satisfies general education requirements;
2. Satisfies major undergraduate/graduate program and cognate requirements;
3. Satisfies certification or recertification requirements;
4. Provides accessible, convenient coursework through the Virtual College; and
5. Addresses emerging special needs.

## **Expectations**

The responsibility of faculty employed during the summer by the university is to carry out the duties as assigned by the department chair and the dean as specified in the summer session appointment. Most contractual relations will involve teaching and service activities as defined in the FHSU Faculty Handbook. A faculty member may be appointed for service activities only as required by a department, college, or the university. In special circumstances, faculty may be assigned other programmatic responsibilities by the chair, dean, and provost.

Department chairs will evaluate the faculty members' performance of summer session assigned duties. The results of the evaluations will be utilized by department chairs and deans in awarding future summer appointments, but will not be used in annual merit review, promotion, or tenure decisions. The rationale for this guideline is to maintain a level playing field for tenure, promotion, and annual merit purposes. No advantage will be accrued by a person appointed during the summer session. Research and service activities are submitted on an annual basis without regard to the timeframe in which they are performed.

## **Policies and Procedures**

1. The departments develop academic offerings appropriate with the university's mission, strategic objectives, and student needs, both on- and off-campus.
2. The provost will use an annual zero-base funding formula that is market driven by the needs of students. This market-driven distribution of summer salary resources will be based on the proportion of total on-campus and Virtual College SCH generated by a college the preceding summer.

3. Department chairs and college deans will identify appropriately qualified faculty to teach summer session offerings and/or perform needed service activities. The rate of remuneration per credit hour for the first and each succeeding on-campus, summer session, three-credit hour, "0" type course for all nine-month, core faculty will be 20 percent of 1/9 of the academic year base.
4. Unless instructed otherwise by a contracted faculty member, a rate of remuneration equal to 20 percent of 1/9 of the academic year base will be added to the first course taught each month or to the first two courses taught during an eight-week session for provision of service activities as defined in the FHSU Faculty Handbook. The assumption upon which this formula is based is that an instructor will receive 20 percent of 1/9 only once per month for provision of services.
5. A minimum of 10 undergraduate/graduate students is required in all 100-799 level summer session courses (dual-numbered or stand alone courses). A minimum of 5 graduate students is required in all summer session courses numbered 800 level and above. A faculty member can be appointed for a pro-rated salary based on the proportion of the identified minimums. The faculty member's signature on the summer session appointment form implies consent with the pro-rating of salary as necessary. Student enrollment for salary purposes will be calculated at the end of the fourth day of classes for a four-week course and at the end of the eighth day of classes for an eight-week course.
6. Normally, a faculty member's summer session employment appointments cannot exceed nine (9) hours of combined on- and off-campus instruction. Exceptions to this principle can be made in consultation with the faculty member, chair, dean, and provost.
7. The summer salary policy shall not apply to summer instructional and/or research positions where external funding sources (e.g., grants, appointments) can support the full salary of a faculty member, either totally or by supplementing internally allocated summer salary dollars.
8. Department chairs and faculty holding 12-month appointments are expected to contribute to the summer session program. This guideline implies a minimum of two courses during the summer for 12-month faculty. Because of administrative duties, chairs are expected to teach at least one "0" type, three-credit hour course during summer session. Exceptions to the standard can be made by the appropriate chair and dean when unusual circumstances must be addressed.

*Adopted by Cabinet 09/09/92*

*Revised 04/00*