Summer Teaching Policy
Department of Anthropology, Geography and Sociology
Adopted by the department 03-27-2014

1. Department program needs (for example: that ANT440 be offered every other summer; that a mix of lower-division and upper-division sociology courses be offered every summer; that course offerings be available in adequate numbers in all summer terms) as interpreted by the department chairperson are the first priority in selecting summer instructors and summer courses.

2. To help ensure that program needs will be met, the following procedure will be used to select summer faculty in the event that more faculty request summer teaching than funds permit to teach:
   1. Tenured, tenure-track, and incoming tenure-track faculty are given priority over adjunct faculty.
   2. Priority among tenured and tenure-track faculty is given to faculty with the lowest nine-month salary so that these persons have an opportunity to increase their total annual earnings in return for additional teaching. The method followed will be the following:
      1. Faculty wanting to teach will be ranked based on their nine-month salary; the person with the lowest salary will be offered one course; the additional income from that course will be added to the person’s salary; faculty will be re-ranked, the lowest person will be offered a summer teaching course; the income from that course will be added to the person's salary; faculty will be re-ranked; and the process continued until there are insufficient funds to support an additional course.
      2. Persons drop out of this process when they have two summer courses or when they decline an offer of a course.
      3. Other summer support a faculty member may be receiving (for example, a research grant, an administrative assignment) does not count in the ranking as long as a person's total assignments don't exceed 12 months.
   3. No one will be permitted to teach more than two courses (or six credits) until all persons seeking summer teaching have had an opportunity to teach two courses (or six credits)
   4. If a tenured or tenure-track faculty member requests to teach a summer course or courses, but is assigned no courses due to budgetary constraints, that faculty member will be given priority for the following summer with department programs needs continuing to take top priority.

3. Within the constraints of program needs, an effort will be made to allow faculty teaching two courses to teach them both in the same summer term.