



Eastern Kentucky University Policy and Regulation Library

4.8.3

Volume 4, Academic Affairs
Chapter 8, Administrative
Section 3, Assignment of Summer Teaching
Approval Authority: President
Responsible Executive: Provost
Responsible Office(s): Academic Affairs, Colleges,
Departments
Effective: August 31, 2018
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Assignment of Summer Teaching

Policy Statement

Every department and academic unit at Eastern Kentucky University has the responsibility of scheduling summer classes to facilitate student success and program completion. Further, factors such as student demand, fiscal considerations, availability of qualified faculty, and program needs—among others—should be used to determine the summer schedule and teaching assignments. Department Chairs/Unit Heads are responsible for determining the summer schedule and for all summer teaching assignments and Deans are responsible for approving such decisions. The Department Chair/Unit Head shall provide a justification for the offering and assignment of summer courses if requested by the Dean.

The university's full-time and adjunct faculty members are eligible to teach summer session courses. A fulltime faculty member holding an academic year appointment is neither obligated nor entitled to teach in a summer session. The original placement of a class on the summer schedule is not a guarantee the class will be offered. Summer courses may be cancelled due to consideration such as those listed above. Summer teaching assignments must be in compliance with Policy 4.7.3, Faculty Workload.

The University does not permit the use of guaranteed summer term teaching as a recruiting inducement.

Entities Affected

- Colleges
- Departments
- Faculty

Responsibilities

- Department Chair / Unit Head
 - Assigning faculty to summer courses
 - If requested, providing a justification of summer teaching assignments
- Program Coordinator or Other Scheduling Designee
 - When appropriate, a program coordinator or other scheduling designee is responsible for working with the Department Chair/Unit Head to assign faculty to summer courses and, if needed, a justification for summer teaching assignments.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Registration Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
August 31, 2018	President	Adopted
May 2, 2018	Provost Council	Approved
February 5, 2018	Faculty Senate	Approved
July 30, 1987	Board of Regents	Adopted *

Regulation Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
January 1975	Council on Academic Affairs	Approved