

# CAHSS SUMMER TERM GUIDELINES

## A. PLANNING

### 1. Schedule

- a. **October:** Departments will develop Summer course proposals, following the unit practice for curriculum consultation
- b. **November:** Courses are forwarded to College office for review by Summer Session Subcommittee.
- c. **January:** College forwards course planning for all units to Enrollment Management for collation into Master Schedule.
- d. **February:** BANNER entry for Summer course offerings.

### 2. Principles to Consider

- a. The basic principle that instruction serves the curriculum.
- b. Possible effect on Fall/Spring semesters.
- c. Trial offerings of new courses.
- d. Program balance (major, General Education, electives).
- e. Alternatives in instructional delivery.
- f. Availability of competent faculty.

## B. INSTRUCTIONAL ASSIGNMENTS

### 1. Schedule

- a. **October:** As schedules are organized, Chairs call for faculty to indicate interest in Summer assignments.
- b. **November:** Preliminary schedules are released in units, faculty indicating interest in specific courses.
- c. **December:** Chairs, in consultation with tenured faculty, develop Summer assignments.

### 2. Principles to Consider

- a. **Qualifications.** Qualifications for teaching a given course shall be the same for the Summer as for Fall and Spring semesters.
- b. **CAHSS Policy for Selecting Faculty as Established by the Deans and Summer Management Group, April 2001, which says:** First priority will be to tenure-track faculty with appropriate expertise. In the event that two equally qualified faculty wish to teach the same course during the same summer session, priority will be determined by the Department Chair in consultation with the Dean. Factors to be considered in making those choices will include fairness, experience, prior student evaluations, scheduling and providing summer teaching opportunities for all qualified faculty.
- c. **Temporary faculty priority.**
  - I. Those qualified by national search.
  - II. Those qualified by "pool" search.
  - III. Those qualified via local postings for a specific Summer term
- d. **Faculty Evaluation.** Summer course instructors shall be evaluated in accord with Appendix J and Appendix K.

## **C. CURRICULUM MANAGEMENT**

### **1. Integrity.**

Summer courses shall be taught in adherence to the standards established in original course proposals, UCC and College Curriculum Committee guidelines, and applicable Executive Orders.

### **2. Program Standards.**

Chairs shall take steps to be certain that teaching faculty are informed of the purposes of courses and the standards which must be met.

### **3. Assessment of Instruction.**

Assessment shall be incorporated into Summer courses in a manner consistent with Spring and Fall semester assessment procedures.

*Approved February 20, 2001, by the CAHSS Council of Chairs  
Amended October 16, 2001, by the CAHSS Council of Chairs*