

Humboldt State University
YRO – Summer Course Schedule and Staffing Guidelines
Office of Academic Affairs

The “*Summer Course Schedule and Staffing Guidelines*” have been developed to insure that departments build a summer schedule that (1) meets enrollment targets; (2) satisfies programmatic needs; (3) minimizes scheduling conflicts for students (4) promotes an equitable distribution for summer employment opportunities; and (5) is compliant with contractual obligations.

Constructing a summer schedule that meets enrollment targets and satisfies programmatic needs

Departments shall forward to the Dean a proposed summer course schedule. Proposed courses shall have an expectation of reasonable enrollments (based on prior enrollments or other measures of student interest) and the likelihood that course(s) will shorten the time to degree or provide valuable additional experience to promote further study or career opportunities.

These factors suggest that GE courses and majors’ courses where enrollments are already very heavy in the academic year will usually have high priority.

Other factors to consider shall include:

- Curricular demands
- Specialized courses that benefit from a summer experience
- Impact on Fall/Spring semesters
- Program balance (major, GE, electives)
- Instructional delivery alternatives
- Availability of competent faculty

Minimizing scheduling conflicts for students

The proposed summer schedule shall be constructed to maximize student choice and minimize scheduling conflicts during the summer term. In order to accomplish this, the summer schedule shall conform to the summer term modules that were previously approved. The approved summer term modules are attached to these guidelines. Any exception to the summer schedule modules must be approved by the college dean.

Employment guidelines that promotes an equitable distribution of summer employment opportunities

Chairs shall forward to their college deans the department policy that explains the rationale for determining summer course offerings. This policy should also articulate the department’s

process for promoting equitable distribution of summer employment opportunities. The following university guidelines shall inform department summer schedule policy:

- Faculty may teach no more than two courses during the summer term.
- Faculty may teach no more than one course in a 5-week session.
- Any exceptions to the prior two bullets must be approved by the Dean and Provost.
- After consultation with the department chair, the Dean shall arbitrate if two equally qualified faculty wish to teach the same course. Factors to be considered will include experience, prior student evaluations, and equitable distribution of summer teaching opportunities.

Staffing decisions in summer that are compliant with contractual obligations

1. Teaching in the summer term is voluntary; 60 percent of summer course assignments shall be offered to probationary and tenured faculty.
2. After exhausting the offer process to probationary and tenured faculty, classes may be offered to qualified volunteers or Teaching Associates**.
3. Next, classes shall be offered to qualified lecturers with three-year appointment rights or 1-year appointment rights if their time base entitlement was not fully satisfied during the prior academic year.
4. Next, classes shall be offered to qualified lecturers who taught in the prior academic year who are not included in the previous paragraph.
5. Finally, classes shall be offered to any other qualified candidates.

** Please contact Academic Personnel Services for more information about the employment and payment of Teaching Associates during the summer term.

Questions regarding these guidelines should be addressed to either your College Dean or Academic Personnel Services, ext. 5086