

C190

Distribution of

SUMMER AND OVERLOAD

The University and the Union agree that the distribution of Summer courses and Overload courses should be done in the most equitable way taking into account the special needs of programs. In order to ensure the integrity of the process we agree to the following policies and procedures which supplement the Local Memoranda of Agreement C100, entitled "*Priority Consideration for Overload and Summer Work*" and C180, "*Summer Load Assignment*."

SUMMER

1. Initiating the Summer Priority List

- a. Each academic department will initiate a Summer Priority List which will rank order full-time, tenure-track faculty in the department.
- b. The rank order of faculty will be done by analyzing the previous Summer's compensation received by departmental faculty for departmental activities which include teaching, academic management, academic advising, and other departmental activities.
- c. Faculty will be ranked by the number of credits for which they were compensated. The higher the number of credits, the lower the rank in the list. New faculty will go to the bottom of the list for the academic year.
- d. In the event of ties in this ranking process, faculty will be ranked according to seniority (year of appointment) first, and then alphabetically.
- e. This list will be recalculated after each summer, as described in number 6 below.

2. Initiating the Summer Course Schedule

- a. Before the first week in October, each department chair in consultation with their department will draft a schedule of courses to be offered during the various summer sessions.
- b. The draft of the summer schedule will be developed with the input from the Academic Dean and take into account previous year's offerings and departmental needs.
- c. The draft of the summer schedule will be approved by the Academic Dean before the first week in October.

3. Distribution of Approved Summer Schedule and Faculty Responses

- a. By the first week in October, the department chair will distribute the approved Summer Schedule to full-time, tenure-track faculty in the department.
- b. Each faculty will have until the second week of October to respond to the department chair indicating:

- (1.) Whether he or she would like to teach during the next summer; and
- (2.) Which course or course from the Approved Summer Schedule, if any, he or she would like to teach

4. Selection of faculty to teach summer courses and non-teaching summer assignments:

- a. The department chair will staff the summer school courses by comparing the list of faculty who have requested summer teaching assignments with the rank order list of faculty on the Summer Priority List.
- b. All summer course assignments are to be consistent with the local agreement entitled, C180 "Summer Load Assignments."
- c. A full-time faculty member wishing to teach an overload course (Fall/Spring) or a summer course offered by another academic department must first consult with his/her school Dean. Before accepting such an assignment, faculty should be aware of uncovered classes in their primary discipline.
- d. Other non-teaching summer duties will be assigned equitably to faculty, only with the consent of the faculty member concerned, as recommended by the chairperson, based on skills and/or experiences of the particular faculty members.

5. Insufficient number of faculty to staff Approved Summer Schedule

By the third week in October, the Dean of each school will post a notice for summer courses if the department is unable to staff any of the courses on the Approved Summer Schedule. The priority for teaching summer will be:

- a. After each summer, the department chair will recalculate the Summer Priority List for the next summer.
- b. In the event of ties in this ranking process, faculty will be ranked according to seniority (year of appointment) first, and then alphabetically.
- c. If a faculty member had wanted to teach during the previous summer, but no courses were available for him/her to teach, he/she will receive top ranking in the Summer Priority List for the next summer.
- d. The remaining faculty will be ranked by the number of credits for which they were compensated. The higher the number of credits, the lower the rank in the list. New faculty will go to the bottom of the list.
- e. If a faculty member had indicated that he/she was not interested in teaching at all during the previous summer, his/her name remains ahead of those who were compensated the previous summer, but below those who wanted to teach when no courses were available for them to teach.

OVERLOAD

1. Initiating the Overload Priority List

- a. Each department chair will develop an Overload Priority List.

- b. The list will be developed initially by reviewing all overload received by faculty in the department during the previous academic year.
- c. Summer compensation is not to be included in this analysis.
- d. Faculty will be ranked by the number of overload credits for which they were compensated. The higher the number of credits, the lower the rank in the list. New faculty will go to the bottom of the list.
- e. In the event of ties in this ranking process, faculty will be ranked according to seniority (year of appointment) first, and then alphabetically.
- f. The Overload Priority List will be distributed to the Dean and shared with faculty on or before November 1 for the Spring Semester, and April 1 for the Fall semester.

2. Opportunity for Overload

The opportunity for faculty to teach overload will become available when a department has more courses than faculty in the department that can teach in-load. When this situation occurs, the department chair must follow the distribution procedure outlined below.

3. Overload Distribution

- a. When opportunity for overload becomes known, the department chair will attempt to staff the overload courses by offering the overload course to department faculty who are willing and able to teach the overload course.
- b. Offers must follow the order pursuant to C180 item #6.
- c. A full-time faculty member wishing to teach an overload course (Fall/Spring) or a summer course offered by another academic department must first consult with his/her school Dean. Before accepting such an assignment, faculty should be aware of uncovered classes in their primary discipline

- 4. If the department is unable to staff the course from the priority list then hiring may occur through the normal hiring process.

5. Recalculating the Overload Priority List

- a. The department chair will recalculate the Overload Priority for the next semester as soon as possible after the current semester has begun.
- b. Faculty will be ranked by the number of credits for which they were compensated. The higher the number of credits, the lower the rank in the list. New faculty will go to the bottom of the list.
- c. If a faculty member wanted to teach overload, but no suitable courses were available for him/her to teach, he/she will receive top ranking in the Overload Priority List.

- d. If a faculty member had indicated that he/she was not interested in teaching overload in the previous semester, his/her name remains ahead of those who were given overload the previous semester, but below those who wanted to teach when no courses were available for them to teach.
- e. In the event of ties in this ranking process, faculty will be ranked according to seniority (year of appointment) first, and then alphabetically.
- f. The University will follow the appropriate timeline for staffing courses consistent with University policy and the master agreement.
- g. The Administration and the Union agree to review the status of the processes and procedures relating to this agreement as needed.
- h. Nothing in these principles abrogates or supersedes any managerial or Union rights or responsibilities as stipulated in the master contract or in State regulation.

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