

|   |                         |
|---|-------------------------|
| <b>Policy: Summer Employment</b>  | <b>Number: 603.02</b>   |
| <b>Date Revised: 09-01-17</b>   | <b>Supersedes: H-03</b> |
| <b>Cross Reference: <i>Alabama Community College System Policy 603.02</i></b> | <b>Issued: 08-09-17</b> |

According to ACCS Policy 603.02 Contracts: Summer Employment of Salary Schedule D Employees, the following applies:

“A full-time Schedule D employee who is employed by virtue of an academic year letter-of-appointment (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term provided that:

- a. there is sufficient student enrollment;
- b. there is sufficient funding available;
- c. the employee is qualified to provide the service scheduled;
- d. the employee meets the criteria of the institution’s local summer employment policy;
- e. Instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and /or spring semesters.”

It is understood that no full-time member (9-month), regardless of years of service, is guaranteed summer employment. Summer teaching is dependent on the instructor’s previous summer course enrollment and previous faculty evaluations or reprimands or suspensions.

**Academic**

Sufficient student enrollment is defined as a minimum of twelve (12) students per course section. Specific courses where student demand or special circumstances have been documented and approved by the appropriate dean may be offered with less than 12 students enrolled.

A full summer teaching load is defined as three academic courses sections for 4-hour course sections and four academic course sections for 3-hour course sections for a minimum of 12 credit hours. The target credit hour production per instructor is 192 hours.

Faculty members will submit their requests for summer employment to the Dean of Instruction. Teaching assignments will then be made using the following system:

1. The first priority will be to assign at least one summer course to every faculty member who is in good standing and desires summer employment, regardless of seniority. Those not in good standing will receive no classes unless deemed necessary for ISTC.
2. Once all faculty in good standing have one course, the remaining courses will be assigned in order of seniority until all courses are assigned or all faculty have at least two courses. Those not in good standing will be skipped.
3. If all faculty in good standing have two courses, the remaining courses will be assigned in order of seniority until all courses are assigned. Those not in good standing will be skipped.
4. Overloads for full-time instructors in summer semester will be assigned only in the case of extreme need.
5. If courses remain after all good standing, full-time faculty have a full-time teaching load (or the desire load if less than full-time), then courses can be assigned to part-time instructors, if necessary.
6. If an instructor's class does not meet the minimum enrollment and must be cancelled, reassignment of class sections will be determined by the Dean of Instruction.
7. Seniority will be determined first by experience and effectiveness in teaching the specific course(s) and then by years of full-time teaching service to the College and then by good standing.

## **Technical**

Faculty members will submit their requests for summer employment to the Dean of Instruction. Teaching assignments will then be made using the following system:

1. A full summer teaching load is defined as a minimum of 12 credit hours with a combination of technical course sections totaling a minimum of 120 credit hours generated.
2. A full-time instructor may be employed for less than a full teaching load for a summer term. Such instructor, however, must be paid a pro rata amount of Salary Summer D compensation based on the 120 credit-hour minimum.
3. Overloads for full-time instructors in summer semester will be assigned only in the case of extreme need
4. If an instructor's class must be cancelled, reassignment of class sections will be determined by the Dean of Instruction based on the instructor's qualifications to teach other classes.
5. Seniority will be determined first by experience and effectiveness in teaching the specific course(s) and then by years of full-time teaching service to the College and then by good standing.