

ARTICLE 17

SUMMER APPOINTMENTS AND ASSIGNMENTS

WHAT CHANGES ARE PROPOSED

- Adds to footnote 1 indicating that sufficient enrollment in courses should be evaluated based upon the typical cap for the course.
- Adds a provision indicating that no department should have more than 40% of its summer classes taught by adjuncts unless there are insufficient numbers of full-time faculty members willing and available to teach the offered courses.
- Adds a limitation to out of unit administrators teaching summer courses unless there are insufficient numbers of full-time faculty members willing and available to teach the offered courses.
- Clarifies the priority policy for the assignment of summer courses beyond the first guaranteed course.

WHY THE CHANGES ARE IMPORTANT

- Insures that caps are in alignment with typical enrollments.
- Employing sufficient numbers of “full-time faculty members to ensure curriculum and program quality, integrity, and review” is a core requirement of SACS accreditation (see [section 6 of SACSCOC Principles of Accreditation](#) approved by the SACS BOT June 2017).
- Insures in-unit faculty maximum summer teaching opportunities.
- The policy for the assignment of courses above the first guaranteed course prioritizes faculty according to previous teaching opportunities and seniority. The existing language inadvertently favored faculty members without teaching assignments for the previous 3 summers (e.g., new faculty members, former administrators returning to unit).

ARTICLE 17
SUMMER APPOINTMENTS AND ASSIGNMENTS

17.1 Policy.

- (a) Summer assignments shall be offered equitably and as appropriate to qualified faculty members. Summer assignments are driven primarily by the program and curricular needs of the students in the department. The preferences and desires of the faculty members are secondary to these programs and curricular needs. Not all circumstances can be accommodated, and the inability to accommodate does not represent an arbitrary or unreasonable assignment.
- (b) A full-time (1.0) FTE summer assignment shall consist of teaching eight credit hours. In no case shall a summer teaching assignment exceed nine credit hours or 1.125 FTE. The summer instructional assignment, like that for the fall and spring semesters, includes the normal activities related to such an assignment as defined by the department/unit and the nature of the course, such as course preparation, minor curriculum development, lectures, evaluation of student efforts, consultations and conferences with students, and minor committee activities.
- (c) The assignment of a course during a summer term does not include other credit-generating activities such as thesis or dissertation supervision, directed individual studies, supervised teaching or research/scholarship, or supervision of interns. No faculty member shall be required to undertake such activities without compensation. Furthermore, faculty members who have not been assigned a summer course shall not be required to undertake committee work without compensation.
- (d) Summer Office Hours. Faculty members shall maintain not less than two (2) office hours per week for the first course they are assigned to teach during the summer and one (1) office hour per week for each additional course they are assigned to teach during the summer, up to a maximum of five (5) office hours per week. Faculty members shall also be available by appointment during the summer term in which they are teaching.

17.2 Assignment.

- (a) The summer course schedule shall be developed to meet the program and curricular needs of the students in the programs in the department. The department officer who schedules summer courses shall consult with the faculty members about which courses they are qualified and available to teach, not later than the end of the Fall semester.

44 (b) Each full-time nine (9) month faculty member, excluding visitors, who wishes to
45 teach a course in the summer shall be guaranteed a course assignment, so long as
46 the course to which the faculty member is assigned enrolls a sufficient number of
47 students, the course is necessary to meet the program and curricular needs of the
48 students in the programs in the department, and the assignment of the course to the
49 faculty member would not be arbitrary or unreasonable. Sufficient enrollment is
50 generally defined as 30 students at the undergraduate lower level, 20 students at the
51 undergraduate upper level, and 10 students at the graduate level.¹ The summer
52 assignment shall be made not later than March 15, if practicable, and shall be
53 applicable for the following summer term.

54
55 (c) If sufficient student enrollment does not materialize in the course to which the
56 faculty member is assigned, and this would result in the full-time nine (9) month
57 faculty member not receiving a first summer course assignment, the faculty
58 member shall be reassigned to an appropriate course that does have sufficient
59 enrollment and is currently assigned to an adjunct.

60
61 (1) This reassigned course shall be one that the faculty member has taught
62 before or a new preparation that the faculty member has agreed to teach.

63
64 (2) If a course reassignment is necessary, the faculty member shall be notified
65 no later than one week in advance of the start date of the newly assigned
66 course.

67
68 (3) If a faculty member has been assigned or reassigned a course fewer than
69 five weeks prior to the first class session, the faculty member has the option
70 of whether to administer student evaluations for that course. The faculty
71 member shall not be disadvantaged if he/she chooses not to administer such
72 student evaluations.

73
74 In the event there is no such appropriate course currently assigned to an adjunct, the faculty
75 member shall be given a one-time “priority opportunity” for a first summer assignment in
76 the following year.² This means that the faculty member will be given the opportunity to
77 select a course which he/she is qualified to teach, and be assigned to his/her selected
78 summer course, before other first summer course assignments are made. However, this
79 “priority opportunity” does not obviate the necessity of the course selected enrolling a
80 sufficient number of students, and the course must be necessary to meet the program and
81 curricular needs of the students in the programs in the department. In the event multiple

¹ Sufficient enrollment shall be evaluated based upon the typical cap for the course. Sufficient enrollment for undergraduate lower level labs is generally defined as 24 students.

² This “one time” priority opportunity may be exercised only once during each year’s summer course selection process.

82 faculty members are to be given such a “priority opportunity”, the opportunities shall be
83 awarded by reference to Article 17.5 (c).
84

85
86 (d) No full-time nine (9) month faculty member is guaranteed the assignment of a
87 second or third summer course; the Administration has the authority to assign all
88 courses beyond the first course provided in 17.2 (b) to adjuncts and/or visitors on
89 such terms and conditions as UNF may determine. To ensure curriculum and
90 program quality and integrity, the Administration shall employ a sufficient number
91 of full-time nine (9) month faculty members so that no department will have more
92 than forty (40) percent of its summer classes taught by adjuncts. Exceeding this
93 percentage shall only be acceptable when there are insufficient numbers of nine (9)
94 month faculty members available to teach courses offered during the Summer term.
95 In such cases UFF shall be notified and given the opportunity to review and confirm
96 the situation.
97

98 (e) No out-of-unit administrators will teach a summer course unless there is no in-unit
99 faculty available and willing to teach the class.

100
101 17.3 No faculty member’s summer assignment shall be arbitrary or unreasonable.
102

103 (a) For the purpose of applying this principle to summer assignments, a summer
104 assignment shall be deemed arbitrary or unreasonable if one or more of the
105 following applies:
106

107 (1) The course assignment was made without consulting the faculty
108 member as per Section 17.2(a), above.
109

110 (2) After consulting the faculty member as per Section 17.2 (a) above,
111 the University Administration did not make a fair and reasonable
112 attempt to accommodate the faculty member’s circumstances. In
113 this regard, the parties recognize the following:
114

115 a. summer assignments are driven primarily by the program
116 and curricular needs of the students in the programs in the
117 department. The preferences and desires of the faculty
118 members are secondary to these program and curricular
119 needs.
120

121 b. not all circumstances can be accommodated, and ~~that~~ the
122 inability to accommodate does not represent an arbitrary or
123 unreasonable assignment.
124

- 125 (3) The course assigned is outside the faculty member's area of
126 expertise.
127
128 (4) The course assigned has never been taught before by the faculty
129 member, unless the faculty member has agreed to teach the course.
130
131 (5) The course has not been taught by the faculty member within the
132 past three (3) years, unless the faculty member has agreed to teach
133 the course.
134
135 (b) If a faculty member believes that his/her summer assignment is arbitrary or
136 unreasonable, he/she should proceed to address the matter through the
137 expedited Neutral Umpire procedures in Appendix "G," which shall be the
138 exclusive method for resolving such disputes.
139
140 (c) Other claims of alleged violations of the Agreement with respect to faculty
141 summer assignments are subject to the Grievance and Arbitration Article.
142
143
144

145 17.4 Compensation.
146

- 147 (a) Summer contracts are separate and distinct from, and supplemental to, the academic
148 year appointment. The faculty member's summer employment contract (with the
149 total FTE and compensation reflected therein) shall be issued after all summer
150 course assignments for the faculty member are finalized.
151
152 (b) For each three-credit-hour course assigned during the summer, a full-time nine (9)
153 month faculty member shall receive 1/8 of his/her regular academic year rate of
154 pay. The regular academic year rate of pay shall be determined as of March 1 of
155 the year in which the summer course is taught so that it incorporates all additions
156 to base pay for that academic year. (This paragraph does not apply to visitors).
157
158 (c) For each four-credit-hour course assigned during the summer, a faculty member
159 shall receive 1/6 of his/her regular academic year rate of pay. The academic year
160 rate of pay shall be determined as of March 1 of the year in which the summer
161 course is taught so that it incorporates all additions to base pay for that academic
162 year. (This paragraph does not apply to visitors).
163
164 (d) Courses that are other than three or four credit hours shall be prorated accordingly.
165
166 (e) Any portion of a summer assignment appointment beyond 1.0 FTE shall be paid
167 from OPS rather than salary dollars. OPS payments do not qualify for retirement

168 compensation or credit, and no retirement compensation or credit shall be provided
169 for the portion of the faculty member's summer compensation made by OPS
170 payment.

171
172 17.5 Priority Policy.

173
174 (a) In the event the University Administration elects to assign a second or third
175 summer course to a full-time nine (9) month faculty volunteer in lieu of an
176 adjunct pursuant to Article 17.2 (d), and there are multiple qualified volunteers for
177 a particular assignment, and unless there is a critical curricular or program need
178 within the college or department that can only be filled by the assignment of a
179 particular faculty member, such assignment shall be determined in accordance
180 with the priority policy set forth in this section.

181
182 (b) All department faculty members shall be ranked according to their teaching
183 assignments in the past three summers. Those with the lowest total number of
184 credits taught shall be ranked first, those with the next lowest number of credits
185 taught shall be ranked second, those with the next lowest number of credits taught
186 shall follow, etc.

187
188 (c) [Moved Up] New faculty and former administrators returned to in-unit status shall
189 be placed at the bottom of the ranking in the order in which they enter or return to
190 the full-time teaching faculty.

191
192 (d) For new or former administrator faculty members who will not have had teaching
193 assignments for the past three summers, an average rank will be calculated in which
194 the bottom ranking number (based on date of entry) for any missing years will be
195 averaged with the most recent rank(s).

196
197 (e) Ties in the ranking system above shall be broken according to the following
198 priority:

- 199
200 (1) Rank (Senior to Junior)
201
202 (2) Years in rank at UNF (including credited years at hire); and
203
204 (3) Total years at UNF (Longest to Shortest)
205
206 (4) Coin toss in the case of ties

207
208 ~~(d) New faculty and former administrators returned to a nine month faculty position~~
209 ~~shall be placed at the bottom of the priority list in the order in which they enter or~~
210 ~~return to the full-time teaching faculty.~~

211

212

213

(e) The priority list of faculty members shall be prepared by the Department Chair and made available to faculty members as early in the fall semester as practicable.