

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.
- (b) Each full-time nine (9) month faculty member, excluding visitors, who wishes to teach a course in the summer shall be guaranteed a course assignment, so long as the course to which the faculty member is assigned enrolls a sufficient number of

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students, the course is necessary to meet the program and curricular needs of the students in the programs in the department, and the assignment of the course to the faculty member would not be arbitrary or unreasonable. Sufficient enrollment is generally defined as 30 students at the undergraduate lower level⁵, 20 students at the undergraduate upper level, and 10 students at the graduate level. The summer assignment shall be made not later than March 15, if practicable, and shall be applicable for the following summer term.

- (c) If sufficient student enrollment does not materialize in the course to which the faculty member is assigned, and this would result in the full-time nine (9) month faculty member not receiving a first summer course assignment, the faculty member shall be reassigned to an appropriate course that does have sufficient enrollment and is currently assigned to an adjunct.
- (1) This reassigned course shall be one that the faculty member has taught before or a new preparation that the faculty member has agreed to teach.
 - (2) If a course reassignment is necessary, the faculty member shall be notified no later than one week in advance of the start date of the newly assigned course.
 - (3) If a faculty member has been assigned or reassigned a course fewer than five weeks prior to the first class session, the faculty member has the option of whether to administer student evaluations for that course. The faculty member shall not be disadvantaged if he/she chooses not to administer such student evaluations.

In the event there is no such appropriate course currently assigned to an adjunct, the faculty member shall be given a one-time “priority opportunity” for a first summer assignment in the following year.⁶ This means that the faculty member will be given the opportunity to select a course which he/she is qualified to teach, and be assigned to his/her selected summer course, before other first summer course assignments are made. However, this “priority opportunity” does not obviate the necessity of the course selected enrolling a sufficient number of students, and the course must be necessary to meet the program and curricular needs of the students in the programs in the department. In the event multiple faculty members are to be given such a “priority opportunity”, the opportunities shall be awarded by reference to Article 17.5 (c).

- (d) No full-time nine (9) month faculty member is guaranteed the assignment of a second or third summer course; the Administration has the authority to assign all courses beyond the first course provided in 17.2 (b) to adjuncts and/or visitors on

⁵ 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.

⁶ This “one time” priority opportunity may be exercised only once during each year’s summer course selection process.

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such terms and conditions as UNF may determine.

17.3 No faculty member's summer assignment shall be arbitrary or unreasonable.

- (a) For the purpose of applying this principle to summer assignments, a summer assignment shall be deemed arbitrary or unreasonable if one or more of the following applies:
 - (1) The course assignment was made without consulting the faculty member as per Section 17.2(a), above.
 - (2) After consulting the faculty member as per Section 17.2 (a) above, the University Administration did not make a fair and reasonable attempt to accommodate the faculty member's circumstances. In this regard, the parties recognize the following:
 - a. Summer assignments are driven primarily by the program and curricular needs of the students in the programs in the department. The preferences and desires of the faculty members are secondary to these program and curricular needs.
 - b. Not all circumstances can be accommodated, and that inability to accommodate does not represent an arbitrary or unreasonable assignment.
 - (3) The course assigned is outside the faculty member's area of expertise.
 - (4) The course assigned has never been taught before by the faculty member, unless the faculty member has agreed to teach the course.
 - (5) The course has not been taught by the faculty member within the past three (3) years, unless the faculty member has agreed to teach the course.
- (b) If a faculty member believes that his/her summer assignment is arbitrary or unreasonable, he/she should proceed to address the matter through the expedited Neutral Umpire procedures in Appendix "G," which shall be the exclusive method for resolving such disputes.
- (c) Other claims of alleged violations of the Agreement with respect to faculty summer assignments are subject to the Grievance and Arbitration Article.

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17.4 Compensation.

- (a) Summer contracts are separate and distinct from, and supplemental to, the academic year appointment. The faculty member's summer employment contract (with the total FTE and compensation reflected therein) shall be issued after all summer course assignments for the faculty member are finalized.
- (b) For each three-credit-hour course assigned during the summer, a full-time nine (9) month faculty member shall receive 1/8 of his/her regular academic year rate of pay. The regular academic year rate of pay shall be determined as of March 1 of the year in which the summer course is taught so that it incorporates all additions to base pay for that academic year. (This paragraph does not apply to visitors).
- (c) For each four-credit-hour course assigned during the summer, a faculty member shall receive 1/6 of his/her regular academic year rate of pay. The academic year rate of pay shall be determined as of March 1 of the year in which the summer course is taught so that it incorporates all additions to base pay for that academic year. (This paragraph does not apply to visitors).
- (d) Courses that are other than three or four credit hours shall be prorated accordingly.
- (e) Any portion of a summer assignment appointment beyond 1.0 FTE shall be paid from OPS rather than salary dollars. OPS payments do not qualify for retirement compensation or credit, and no retirement compensation or credit shall be provided for the portion of the faculty member's summer compensation made by OPS payment.

17.5 Priority Policy.

- (a) In the event the University Administration elects to assign a second or third summer course to a full-time nine (9) month faculty volunteer in lieu of an adjunct pursuant to Article 17.2 (d), and there are multiple qualified volunteers for a particular assignment, and unless there is a critical curricular or program need within the college or department that can only be filled by the assignment of a particular faculty member, such assignment shall be determined in accordance with the priority policy set forth in this section.
- (b) All department faculty members shall be ranked according to their teaching assignments in the past three summers. Those with the lowest total number of credits taught shall be ranked first, those with the next lowest number of credits taught shall be ranked second, those with the next lowest number of credits taught shall follow, etc.

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- (c) New faculty and former administrators returned to in-unit status shall be placed at the bottom of the priority list in the order in which they enter or return to the full-time teaching faculty.
- (d) For new or former administrator faculty members who will not have had teaching assignments for the past three summers, an average rank will be calculated in which the bottom ranking number (based on date of entry) for any missing years will be averaged with the most recent rank(s).
- (e) Ties in the ranking system above shall be broken according to the following priority:
 - (1) Rank (Senior to Junior)
 - (2) Years in rank at UNF (including credited years at hire); and
 - (3) Total years at UNF (Longest to Shortest).
 - (4) Coin toss in the case of ties
- (f) 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.