

SUMMER TEACHING POLICY
(Passed 1/25/02, Revised 11/17/04)

1. Priority in summer teaching is given to those tenure or tenure-track faculty members who have taught the least over the past summers. Faculty that did not teach during the previous summer will be ranked ahead of faculty that taught one course in the previous summer and both will be ranked ahead of faculty who taught two courses in the previous summer.

2. Ranking within the respective groups (0-1-2 courses taught in most recent summer) will be based upon the total number of courses taught over the past summer and the summer before that. The person having taught the fewest courses during these two summers will have the highest priority. Each course taught on the Oxford campus as well as MU scheduled international courses count as 1 course. Each course taught at Middletown or Hamilton counts as 0.7. Also, the priority calculation will be weighted by the number of credit hours of each course taught. Therefore, the ranking will be based on the number of hours of each course (e.g. 1,2,3,4) and multiplied by the weight based on the campus taught (0.7 or 1) and summed over the prior years. The highest number has the lowest priority for summer teaching.

3. When there are ties, a stochastic process will be used to determine priority.

4. Faculty receiving a research grant are eligible to teach but are only eligible for one class and cannot exceed percent restrictions on summer pay imposed by the University.

5. Priority is only given for teaching. Priority does not include choice of sessions, times or sections. These are to be decided by the Chair. Full time teaching or the teaching of two three-hour courses comes with priority.

6. Under normal circumstances professors will teach those courses in which they can demonstrate competence either through previous teaching or through course work in their Ph.D. program. Priority does not cover areas where a person cannot demonstrate competence.

7. Professors teaching law courses will apportion their summer teaching among themselves and therefore, do not necessarily have to adhere to this priority system. This allocation will be with the consultation of the Department Chair.

8. Tenure track faculty new to the department do not get priority in the summer before their first regular academic year, but will

be first in priority the following summer. To be eligible to receive priority in summer teaching a person must have completed the Ph.D. by the first of January prior to the summer in which they plan to teach. The department may make an exception if the granting institution provides formal notification that the degree will be conferred.

Tenure Track faculty who receive a SB summer grant as part of the initial hiring package are not eligible to teach. (This has historically been characterized as 12 or 15 percent during summers for 3 or 5 years.) An exception applies to international programs.

9. Faculty members leaving the department will be allowed to have their normal turn at summer teaching in the year they leave.

10. Instructors, lecturers and non-tenure track professors and teachers have no priority but are eligible to teach.

11. A faculty member who has formally notified the Department and the Dean of his/her intention to retire before summer is being scheduled will get a priority ONCE ONLY that is second only to the priority of a new tenure track faculty member for the upcoming summer.

12. Faculty persons that have retired (including those faculty persons that are retired and are working half-time) will not have priority during summer scheduling.

13. The Chair or Acting Chair will have the lowest priority for summer teaching each year.

14. For the purposes of calculating priority, MU courses will be included in the calculation irrespective of the source of the funding for the class.