FACULTY SUMMER SCHOOL AND MINIMESTER EMPLOYMENT

A. Purpose

The purpose of this policy is to state The University of Texas-Pan American guidelines regarding summer school and minimester employment of full-time faculty.

B. Persons Affected

This policy applies to faculty.

C. Policy

The policy of the University regarding summer school and minimester employment of full-time faculty is:

1. Employment

   a. Full-time faculty members are normally employed on a nine-month contract.

   b. A full-time faculty member has neither a contractual right nor an obligation to teach summer school or a minimester session.

   c. Summer school and minimester employment may be offered to qualified full-time faculty members. Teaching assignments will be based on the nature of the subject matter involved, needs of the department and students, and available resources.

   d. Summer school and minimester employment may be offered to part-time faculty members when no qualified full-time faculty are available or willing to assume the teaching assignment(s).

2. Summer Salaries

   The salary for each three-hour course or its equivalent shall be no less than one-twelfth of the full-time faculty member's nine-month salary. Salary for non-teaching special assignments will be determined by the scope of work to be completed or the product produced. At no time should total summer pay exceed one-third of a faculty member's nine-month salary.

3. Scheduling

   a. Each department shall determine its teaching schedule.

b. If the number of courses available is insufficient to satisfy all requests for teaching assignments, a rotation system is the preferred method for making such assignments.

c. In general, a full-time faculty member shall not be given a teaching assignment in both summer term sessions if such assignments prevent another qualified full-time faculty member from teaching in at least one summer school session. Full-time faculty members will not be allowed to teach more than a *maximum* of two courses for the entire summer. A third class *may* be approved only for special situations.

d. Minimester teaching assignments contribute to the full-time faculty member's summer school workload.

D. Definitions

Not applicable.

E. Responsibilities

Not applicable.

F. Procedures

Not applicable.

G. Review

The Divisional Head for this policy is the Provost/Vice President for Academic Affairs and this policy shall be reviewed every five years or sooner if necessary by the following Stakeholders:

1. Provost Fellow – Senior Reviewer
2. Academic Affairs Executive Team
3. Faculty Senate Chair