



# **Handbook of Operating Procedures**

**Section:** 6.5.8  
Originally Approved: 10/05/1990  
Last Amended: 08/08/2007  
Last Reviewed: 08/08/2007  
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## **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



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- 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. Vice Provost for Faculty Affairs – Senior Reviewer
2. Council of Deans
3. Faculty Senate Chair