



## **Grady College Summer School Teaching Policy**

Summer courses are scheduled and assigned to accomplish two things: maximize (1) student learning experiences and degree progress and (2) faculty teaching opportunities.

### Determination of Courses Scheduled and Faculty Assigned

Decisions about summer courses and faculty assignments are made at two levels: (1) the department level and (2) the college-wide level. High demand and fundamental knowledge-based undergraduate courses (department- and college specific) will be scheduled during summer terms. Graduate seminars not offered during fall/spring terms will be scheduled for summer term.

Department heads will determine the department specific undergraduate courses to be offered during a particular summer and assign faculty to teach those scheduled courses. Department chairs identify courses that will facilitate student progress towards meeting degree requirements. Priority will be given in the following order:

1. Undergraduate courses that are required for degree requirements. Lab and production courses for which there is pent up undergraduate demand. Capstone courses may be offered if there is sufficient demand.
2. Graduate courses that are required for degrees that were not offered in fall/spring terms. Under special circumstances, graduate seminars offered during immediately preceding fall/spring terms may be scheduled.
3. Elective, non-lab courses with a history of strong student demand
4. Elective, non-lab courses

Final summer course/faculty assignment determinations will be made with the department heads working in concert with the dean's office. An administrative meeting (dean, associate deans, and department heads) will be scheduled where department-specific recommendations will be balanced with college-wide needs/resources, and decisions about college-wide undergraduate and graduate seminars will be considered and determined. College-wide considerations will be given priority. Final decisions on summer teaching rest with the dean.

All effort will be made to accommodate full-time faculty members who want to teach needed courses.

1. Faculty members will be matched to courses
2. A qualified faculty member may teach a course in another department.

3. If no qualified faculty member is available to teach a required course, a graduate student may be hired
4. If no faculty member or graduate student is available to teach a required course, a visiting faculty member may be hired.

### Faculty Compensation

Faculty will receive 10% of annual salary for each course, irrespective of course credit hours. Under conditions that restrict and limit summer school funds for any particular year, or under conditions where demand for teaching exceeds number of courses scheduled, course compensation will be capped at \$8,000 per course.

Faculty are restricted to one course per summer term, unless special circumstances dictate assignment to additional courses.