

Summer Term Teaching Appointment Guidelines 2015

The purpose of this document is to address guidelines around summer term teaching due to the variable length of courses. The summer term contracting and payroll dates begin June 16 and end September 15 of any given year.

Notification Deadline

- An offer of a Summer Session appointment will be made **at least five weeks prior to the beginning of the appointment**, whenever feasible.

More information regarding summer assignment policy is available in the [Academic Affairs Summer Session Appointments and Assignments](#) notice. Each department must establish their summer session guidelines.

Summer Payroll Practices

With regards to FTE and pay guidelines, please refer to the Academic Affairs [Summer Payroll Practice Guidelines](#).

Calendar

Most summer term courses are offered in four or eight week sessions. For purposes of teaching contracts, summer term is divided into contracting sessions, see the table below: Session 1, from June 16 to August 15; Session 1.1, from June 16 to July 15; Session 1.2, July 16 to August 15 and Session 2, from August 16 to September 15.

Start and end dates for most summer teaching contracts follow the contract session dates for 4, 8 and 11 week courses. The table below illustrates those principles for Summer Term 2012.

SUMMER TERM CONTRACT DATES (four and eight week sessions)

Contract Session	Duration of Class	Contract Start Date	Contract End Date
1	8 weeks	16-Jun-15	15-Aug-15
1.1	4 weeks	16-Jun-15	15-Jul-15
1.2	4 weeks	16-Jul-15	15-Aug-15
2	4 weeks	16-Aug-15	15-Sep-15

Summer teaching contracts for courses other than four or eight week long courses will be for the dates that the course is held. Week-end classes need to include a day on either side of the weekend. Contract dates for those classes will reflect the period during which effort is expended, not to exceed 100% for the period of one month.

Teaching Effort and Compensation

The maximum teaching effort during any given session during summer term is 100%.

Summer Overload

On occasion, faculty may be asked to teach more than one four credit hour course in a one month period. In that case, overload compensation must be approved in advance of a contract being issued.

This approval will be facilitated by including the Overload request in the summer Request to Offer (RTO). Please see the Summer PWAAPT Instructions on what **Contract Comment** language is required for approval. Any summer RTOs with overload will require VP signature on the RTO.

Appointments

An instructional contract must be issued through the unclassified appointments system for all teaching assignments in the summer term. Summer term teaching contracts are initiated by the academic unit through the unclassified appointment system (Banner PWAAPT) for all summer term teaching assignments. This includes new hires or 9 month unclassified employees who continue to work during summer term in a teaching capacity.

The standard language included in summer term contracts includes: Normal expectations with regards to the responsibility to hold office hours and the timely submission of grades apply during the summer term, and a statement regarding the UO's right to cancel classes for insufficient enrollment.

This appointment neither carries timely notice nor leads to accumulation of FTE toward sabbatical, tenure or other promotion.

Current 12 month employees should be released from duties in their 12 month position during the period of their teaching assignment if a summer teaching contract is being issued. The FTE in the research appointment will be reduced accordingly using a PRF. Per the guidelines issued by Academic Affairs, research faculty shall not exceed 1.0 during summer appointments.

Please see the Summer PWAAPT instructions for details on the contracting and RTO requirements.

Research Appointments for 9-month Faculty

For 9-month faculty doing summer research, contracts will not be issued. Please submit a PRF for the research FTE and use position number BUOWSR.

Summer Term Recruitment & Contract Documentation

A new summer term instructor is defined as someone who did not have an instructional contract in the hiring department within the last academic year or does not have an instructional appointment in the hiring department for the coming Fall term.

To hire a new employee for a cumulative summer teaching assignment of four credit hours or less, the department processes an RTO like they would for a current instructor, without a search or an AAEO compliance statement. **This exception is for Summer Term only.**

To hire a new employee for a cumulative summer teaching assignment greater than four credit hours, the department must either conduct a search or hire from the departmental instructional open applicant pool.

Contracts must be issued for all summer instructional appointments. Use the table below to determine the required documentation and recruitment for new or current instructors.

Type of Faculty Member	Required Recruitment and Contract Documentation
New Instructors– 4 Credit Hours or Less during Summer	<ul style="list-style-type: none"> • RTO • Vitae • Unclassified Short Application Form
New Instructors– More than 4 Credit Hours during Summer	<ul style="list-style-type: none"> • AAEO compliance statement - Hire out of an open applicant pool or conduct a search • RTO • Vitae • Unclassified Short Application Form
Current Instructors– AY 14-15 or Fall 2015 Instructors in the Academic Unit	<ul style="list-style-type: none"> • RTO

Summer Term Course Cancellations

If the instructor does **not** have any other teaching assignments for the summer term:

1. Department head notifies the employee in writing that the class and contract are cancelled prior to the start date of the contract.
2. Department notifies Human Resources that a contract is cancelled, and Human Resources will generate a letter of notification to the employee from the Senior Vice Provost.

If the employee **has other teaching assignments** for the summer term:

1. The department head notifies the employee in writing that the class is cancelled and a revised contract will be coming.
2. Department completes an RTO revision, and HR issues a revised contract to reflect modified assignments.

In the event that the employee is not notified prior to the start of the contract, the department is obligated to pay the individual up through the day that they are notified.