**Proposed Policy for Summer Teaching Priority**

Approved by secret ballot Oct. 10, 2011

Update approved without dissent in faculty meeting on Oct. 7, 2019

The number of summer courses that can be offered is limited by university funding. Instructor demand for these opportunities can outstrip the number of courses available. The following policy shall guide the department chairperson in making summer teaching assignments with transparency and consistency.

The first priority shall be departmental need for the course(s). The department chairperson will determine which courses are needed most. Typically, these courses will be required to complete Psychology degree requirements. If funding allows, opportunities for elective courses may arise. Elective courses normally will not exceed 25% of the total summer course offerings, and priority for elective courses will be given to those required for minors in Forensic Psychology, Sport Psychology, or required by other majors. In all cases, the department chairperson shall make the final decision as to when and where the course is offered as well as the mode of instruction based on the best interest of the department.

After determining the courses to be covered, assignment of instructors shall proceed according to a formula. The formula is designed to ensure that all Psychology full-time faculty members receive an opportunity to be included over a 3-year cycle. Rank is not a factor, and ties are broken by lottery. Instructors must be qualified to teach the course as determined by the department chairperson.

**Formula (Low scores receive priority):**

**(# hours taught in most recent summer \* 3) + (# hours taught two summers ago \* 2) +**

**(# hours taught three summers ago)**

Example:

Imagine the department chair has specified 8 required courses and 2 unspecified elective courses to be offered in Session 1. All faculty members who requested to teach in Session 1 are eligible at this point. Two faculty members (Instructors A and B) are tied with a priority score of 0, which indicates the highest overall level of priority. A lottery is won by Instructor A, who picks first and is allowed up to 6 hours worth of courses. Instructor A selects one required 3-hour course and one elective 3-hour course. Instructor B picks second and likewise selects one required course and one elective. The instructor with the next lowest score is then eligible to pick, but this person is not qualified to teach any of the six remaining courses, so the selection goes to the person with the next lowest score. Course selection continues in this manner until all Session 1 courses are assigned. Any faculty member who receives less than 6 hours during Session 1 remains eligible for the balance of hours in Session 2.