

MANUAL OF POLICY

Title: **Conditions of Employment of Full-Time Faculty Teaching during Summer Terms** **3803**

Legal Authority: **Approval of Board of Trustees**

Date Approved by Board: **Board Minute Order Dated August 16, 2001**
As Amended by Board Minute Order Dated August 29, 2002
As Amended by Board Minute Order Dated August 23, 2007

The following guidelines are applicable to full-time faculty on 9-month contracts teaching during summer terms:

1. Full-time faculty employed during the summer are expected to hold office hours. Standards for required office hours will be established by the chief academic officer of the college and will be published in advance of each summer term.
2. Faculty employed during the summer are not required to participate in other summer college activities unless they are employed under a prorated contract during the summer terms or unless they are receiving a Chair stipend during summer months. Other summer activities are activities that do not pertain directly to the classes being taught but are usually considered to be a required part of each faculty member's responsibility during the regular 9-month contract period (i.e. committee work, registration assistance, student advisement, etc.) as defined in Policy 3802, paragraph 1.
3. Compensation for full-time faculty during summer terms will be published in the College's Employee Salary Pay Plans. All LHE's in excess of twelve (12) will be paid at adjunct rates
4. All teaching loads in excess of 9 LHE's during each of Summer I or Summer II, or in excess of 12 LHE's in Summer III, must be approved in advance by the Division Dean and the Vice President for Academic Affairs. Loads of this magnitude during Summer I, II or III will only be approved if no other reasonable alternatives are available.