Summer Session Addendum

Special Summer Procedures:

The number of interested faculty may be larger than the number of sections available, so there is no guarantee that all interested will in fact receive an instructional assignment. The Department Chair (or designee) in consultation with the Supervising Administrator may request faculty to swap section assignment to facilitate staffing based upon availability.

2. Reference Desk Assignments

a. 70% of available reference desk hours at all locations will initially be set aside for signup by regular faculty, and the remaining 30% will be reserved initially for adjunct faculty members.

b. The total number of available hours for each group will be divided by the total number of faculty in each group (regular and adjunct) who indicate interest in summer reference desk hours. The number of hours each faculty member is initially entitled to will be the result of this equation.

c. Regular faculty will sign up for hours first, according to date of first service, hours not to exceed the maximum established in "b" above. After one round of selection, all remaining hours designated for regular faculty are available for selection to all regular faculty, without limit, in order of seniority.

d. Once regular faculty have engaged in 2 rounds of signup, adjunct faculty will sign up for hours not to exceed the number established in "b" above, choosing in order of date of first service. After one round of selection, all remaining hours designated for adjunct faculty are available for selection to all adjunct faculty, without limit, in order of seniority.

e. After adjunct faculty have gone through 2 rounds of signup, any remaining hours will be offered in seniority order first to regular faculty followed by adjunct faculty.

f. There are no established load provisions for Summer Session.