

1 ARTICLE \_\_\_\_ (11/6)  
2 SUMMER APPOINTMENTS  
3 **[Marking indicate changes from UFF#4, 7/29/04]**  
4

5 \_\_.1 Policy.

6 (a) Summer appointments shall be offered equitably and as appropriate to  
7 qualified faculty members not later than five weeks prior to the beginning of the  
8 ~~appointment assignment~~. All such appointments shall be in accordance with written  
9 criteria and the provisions of this Article.

10  
11 (b) The summer appointment criteria and rotation policy procedures shall be  
12 distributed to each faculty member.

13  
14 (c) A full-time (1.0 FTE) summer appointment shall consist of teaching eight  
15 (8) credit-hours or the equivalent. In no case shall a summer teaching assignment exceed  
16 nine (9) credit hours (or 1.125 FTE).

17  
18 \_\_.2 Assignment.

19 (d a) To ensure that qualified faculty will be available to teach the courses being  
20 offered, the department officer scheduling summer courses shall consult with faculty  
21 about which courses they would be available to teach.

22  
23 (a b) The summer instructional assignment, like that for the Fall and Spring  
24 semesters, includes the normal activities related to such an assignment as defined by the  
25 department and the nature of the course, such as course preparation, minor curriculum  
26 development with respect to the course in question, lectures, evaluation of student efforts,  
27 and consultations and conferences with students.

28  
29 (b c) The assignment of a course during a summer term does not include other  
30 credit-generating activities such as thesis/dissertation supervision, directed individual  
31 studies, supervised research/scholarship, or supervision of student interns. ~~If such duties~~  
32 ~~are expected to be performed, the faculty member shall be compensated at a rate of no~~  
33 ~~less than two and one-half (2.5) percent of the faculty member's academic year rate of~~  
34 ~~pay per supervised student.~~ **[moved to compensation section]**

35  
36 (e) ~~Committee assignments separate and apart from a summer teaching~~  
37 ~~assignment shall be compensated at a rate of no less than two and one-half (2.5) percent~~  
38 ~~of the faculty member's academic year rate of pay per committee assignment.~~ **[moved to**  
39 **compensation section]**

40  
41 (e d) Each faculty member who wishes to teach a course in the summer shall be  
42 guaranteed a course assignment, so long as the course to which the faculty member is  
43 assigned enrolls a sufficient number of students. Sufficient enrollment is generally  
44 defined as 30 students at the undergraduate lower level, 20 students at the undergraduate  
45 upper level, and 10 students at the graduate level.

1  
2 (f e) If sufficient enrollment does not materialize, the faculty member shall be  
3 reassigned to a course that does have sufficient enrollment, which was originally assigned  
4 to a part-time, non-unit instructional employee faculty member (adjunct).

5 (1) Whenever possible, this reassigned course shall be one that the  
6 faculty member has taught before and that does not require a new preparation.

7 (2) If the reassigned course is one the faculty member has not taught  
8 before or requires a new preparation, then the bumping policy described in Section  
9 2(j), below, shall apply.

10 (3) If a course reassignment is necessary, the faculty member shall be  
11 notified no later than one week in advance of the starting date of the newly assigned  
12 course.

13 (3 4) If the faculty member has been assigned a course less than five  
14 weeks prior to the first class session, or if a reassigned course is not one that the faculty  
15 member has taught before, student evaluations shall not be administered for the course,  
16 unless the faculty member chooses otherwise, and the faculty member shall not be  
17 disadvantaged for not administering student evaluations in the course.

18  
19 (h f) Priority for available summer teaching assignments in each department  
20 beyond the first course shall be determined by the following rotation policy:

21 (1) ~~All department faculty members shall first be ranked according to~~  
22 ~~their teaching assignments in the past three summers.~~ Those department faculty members  
23 with the lowest total number of courses taught in the past three summers shall be ranked  
24 first; those with the next lowest number of courses taught will follow, and so forth.

25 a. ~~Administrators shall not be in the rotation ranking.~~

26 b. ~~When administrators formerly outside the bargaining unit~~  
27 ~~become a part of the bargaining unit, the provisions of subsection (4) below shall apply.~~

28 (2) Ties in the ranking system ~~above~~ shall be broken first by  
29 professional rank (professors ranking first, associate professors second, etc.), then, among  
30 faculty in the same rank, by length of time the faculty member has held that rank at UNF.

31 (3) All FTE funded through the Dean's Office (including summer  
32 research grants funded through the Dean's Office) shall count as teaching FTE. Outside  
33 grants and university-wide competitive funding shall not count as teaching FTE.

34 (4) For the purpose of determining priority, anyone who has not been  
35 included in the regular summer ranking process for at least two years shall be assigned  
36 the number of courses equivalent to the department faculty member with the highest  
37 number of courses taught during each of the summers in which they were not ranked.

38 (5) ~~For the purpose of determining priority, new faculty members shall~~  
39 ~~be assigned the number of courses equivalent to the department faculty member with the~~  
40 ~~highest number of courses taught during each of the previous three (3) summers.~~

41 (5) New faculty members hired in a tenured-earning status but with  
42 incomplete degree work will ordinarily only be considered available for a summer  
43 teaching assignment during the first summer following the completion of their first  
44 academic year contract. ~~Upon completion of their degree they shall be placed into the~~  
45 ~~summer allocation system.~~

1           (6) No faculty member can teach a course until he or she has  
2 completed the faculty member's first academic contract.

3           ~~(i) Application of the priority ranking of faculty members in each department~~  
4 ~~shall be as follows:~~

5           (7) The priority list of faculty members shall be prepared by the  
6 Department Chair and made available to faculty members as early in the fall term as is  
7 practical.

8           (8) When the list of courses to be offered in the summer term is  
9 available, the Department Chair shall offer a second course to the first faculty member on  
10 the list, then a second course to the second faculty member on the list, continuing until  
11 the list of second courses is exhausted.

12           a. ~~If a faculty member declines a teaching opportunity, it shall~~  
13 ~~be offered to the next member on the list.~~

14           b. ~~However, if the list of courses to be offered in the summer~~  
15 ~~is sufficient for all faculty to have at least one course, then the selection of the first course~~  
16 ~~taught by a faculty member in the summer shall be by rank and time in that rank.~~

17           (9) If, after all faculty members on the list have been offered a second  
18 course, there are still more course opportunities available, courses shall be assigned by  
19 returning to the top of the priority list to offer a third course to each faculty member in  
20 turn. No faculty member in a department shall be offered a third course until all faculty  
21 members in the department have been offered a second class.

22           (10) If a projected course is canceled, the faculty member losing the  
23 course shall not lose his or her priority ranking.

24  
25           (j g) When a summer course or section of a course is cancelled, the faculty  
26 member may bump into another course or section of a course being taught that summer  
27 that the faculty member ~~feels~~ is qualified to teach.

28           (1) ~~Bumping rights shall be determined by rank and time in rank. first~~  
29 ~~by rank (professors ranking first, associate professors second, etc.), then, among faculty~~  
30 ~~in the same rank, by length of time the faculty member has held that rank at UNF.~~

31           a. ~~A person with greater rank and/or time in rank may~~  
32 ~~exercise the right to bump.~~

33           b. ~~Rank shall be the first consideration, followed by time in~~  
34 ~~rank.~~

35           (2) ~~The displaced person~~ A bumped faculty member may then  
36 similarly exercise bumping rights by rank and time in rank.

37           (3) Bumping rights shall not contravene the summer rotation policy.  
38 A faculty member may only bump another faculty member who has been assigned a  
39 greater number of courses, or who is in a lower rank, or who has less time in rank.

40           ~~(3) No class shall be cancelled in the week before the term starts.~~

41  
42           (h) No faculty member's summer assignment shall be arbitrary or  
43 unreasonable. If a faculty member believes that his/her summer assignment is arbitrary  
44 or unreasonable, the faculty member should proceed to address the matter through the  
45 expedited Neutral Umpire procedures in Appendix "H," which shall be the exclusive

1 method for resolving such disputes. Other claims of alleged violations of the Agreement  
2 with respect to faculty summer assignments are subject to the Grievance and Arbitration  
3 article.

4  
5 (k i) Part-time, Non-Unit, Instructional Employees Faculty (Adjuncts). In each  
6 department, the percentage of sections of courses taught by part-time, non-unit,  
7 instructional employees faculty (adjuncts) in a summer term shall not exceed the average  
8 percentage of sections of courses taught by part-time faculty instructional employees  
9 (adjuncts) in the prior Fall and Spring terms until all regular nine month faculty desiring  
10 to teach two courses have been assigned to two classes.

11  
12 11.3 Compensation for Summer Appointments. A faculty member shall receive the  
13 same total salary for teaching a course during a supplemental summer appointment as the  
14 faculty member received for teaching the same course, or a course similar in length and  
15 content during the academic year, regardless of the length of the supplemental summer  
16 appointment.

17 (a) For each the first two three-credit-hour course assigned during the  
18 summer, a faculty member shall receive 12.5% of the faculty member's academic year  
19 rate of pay per course.

20  
21 (b) For each the first two four-credit-hour course assigned during the summer,  
22 a faculty member shall receive 16.7% of the faculty member's academic year rate of pay  
23 per course.

24  
25 (c) Pay for courses that are either three or four credit hours shall be prorated  
26 accordingly.

27  
28 ~~(d) — The University Administration may assign a faculty member a third~~  
29 ~~course, provided that the faculty member agrees to be compensated by having his/her~~  
30 ~~customary teaching assignment in the next Fall or Spring semester reduced by one~~  
31 ~~course.~~

32  
33 ~~(e) — For each course assigned in a summer term, the University Administration~~  
34 ~~shall provide the appropriate proportional credit for all fringe benefits and retirement.~~

35  
36 (d) The faculty member shall be compensated for other credit-generating  
37 activities such as thesis/dissertation supervision, directed individual studies, supervised  
38 research/scholarship, or supervision of student interns, at a rate of no less than two and  
39 one-half (2.5) percent of the faculty member's academic year rate of pay per supervised  
40 student.

41  
42 (e) No faculty member who has not been assigned a summer course shall be  
43 required to undertake committee work without compensation. Committee assignments  
44 separate and apart from a summer teaching assignment shall be compensated at a rate of

1 no less than two and one-half (2.5) percent of the faculty member's academic year rate of  
2 pay per committee assignment.

3  
4 (f) Any portion of a summer appointment beyond 8 credit hours (1.0 FTE)  
5 shall be paid from OPS rather than salary dollars. OPS payments do not qualify for  
6 retirement compensation or credit, and no retirement compensation or credit shall be  
7 provided for the portion of the faculty member's salary made by OPS payments.