

## **Department of Communication Bylaws**

### **Summer Teaching Appointments**

1. This article establishes an equitable and orderly process for allocating summer teaching opportunities.
2. As stated in the UNF-UFF contract, each faculty member who wishes to teach a course in the summer shall be guaranteed one course assignment, assuming the course enrolls a sufficient number of students.
3. If a course is cancelled due to insufficient enrollment, Article 17.1.c of the UNF-UFF contract applies. As stated in this article of the contract, if sufficient student enrollment does not materialize in the course to which the faculty member is assigned, the faculty member shall be reassigned to an appropriate course that does have sufficient enrollment and is currently assigned to a part-time faculty member. In the Department of Communication, the Department Chair is the final authority for determining if a course assignment is appropriate for the faculty member.
  - a. As stated in the contract, this reassigned course shall be one that the faculty member has taught before or a new preparation that the faculty member has agreed to teach.
  - b. If a course reassignment is necessary, the faculty member shall be notified no later than one week in advance of the start date of the newly assigned course, unless the faculty member in question agrees to a shorter time period.
  - c. As stated in the contract, if a faculty member has been assigned or reassigned a course fewer than five weeks prior to the first class session; the faculty member has the option of whether to administer student evaluations for that course. The faculty member shall not be disadvantaged if he/she chooses not to administer such student evaluations.
4. For those wishing to teach a second or third course, the following rotation policy applies:
  - a. Faculty in their first year who wish to teach more than one course are given priority in the assignment of additional courses.
  - b. All other department faculty will be ranked according to their summer teaching assignments for the past three years. Those who taught the lowest number of credit hours rank above those who have taught more credit hours, and thus have higher priority for assignment of additional courses. Former administrators returned to a nine-month faculty position shall be credited with the equivalent of two three-credit courses per summer for purposes of inclusion in the priority listing.
  - c. Ties shall be resolved according to UNF-UFF contract section 17.1.e (2), based on rank, years in rank at UNF, and total years at UNF.
    - d. The priority list of faculty members will be prepared by the Department Chair and provided to the faculty as early in the fall semester as is practical.

