



Operating Criteria for Summer Course Appointments

1. When determining the summer course appointments at the Wilkes Honors College, the Provost's overarching requirements are that summer course offerings¹ must, in sum, operate in the black in terms of revenue (one course credit generates \$133.16 tuition) divided by cost (i.e., instructors' salary). The target ratio for every college is 1.6. Therefore, the following criteria will guide summer scheduling:
 - a. The course's revenue to cost ratio is > 1.6 (e.g., large-enrollment offerings including e-Learning courses, organic chemistry, etc.).
 - b. The course's revenue to cost ratio is ≥ 1 for:
 - i. Courses which satisfy a core, IFP, WAC, or other requirement necessary for timely (≤ 4 yr) graduation. Note that faculty members on 12-month appointments are cost-effective partners for summer interdisciplinary seminars as they are not paid additional summer salary for teaching.
 - ii. Courses which are cross-listed with other college(s) to increase enrollment.
2. The chairs, in consultation with the deans, determine which summer courses will be offered based on curricular needs and student demand. Faculty members may submit their names for consideration to teach courses offered, and selection will be based on the process outlined in the CBA. If no tenured or tenure-earning faculty member or full-time instructor in the WHC (or from another FAU college) is willing to teach a particular revenue-earning course for the WHC, that course may be taught by an adjunct or affiliate faculty member appointed by the WHC.
3. The minimum financial compensation for teaching a second summer course is set by the CBA. Courses with enrollments of > 40 students/instructor may be paid at a higher rate as funds are available based on overall summer tuition to the College.
4. The Wilkes Honors College may cancel any summer course that does not receive sufficient enrollment (e.g., $\leq 70\%$ of target enrollment will trigger automatic cancellation). Faculty members and students are advised that scheduling a course does not guarantee that it will be taught. They should plan for this contingency. Summer enrollment will be examined one week after spring/summer registration and the class may be canceled at that time if minimum enrollment is not reached.
5. Per the Provost's office, summer study abroad programs are not included in calculating summer course budgets. However, study abroad programs that are revenue-neutral or revenue-positive are more likely to run. Faculty members teaching in a study abroad program may be compensated at rate higher than three credits if that program generates more course credits per student and enrolls enough students to be revenue-neutral or revenue-positive. Information and criteria for summer study abroad programs may be found here: <http://www.fau.edu/goabroad/>. All program proposals should be approved by your chair and the dean well in advance of the September 1st deadline for submitting an application to the Education Abroad office.

¹ The Provost has determined that Study Abroad courses are not included in the summer course budget model.

6. In all cases, summer funding is subject to sufficient funding and any enrollment guidelines set by the Provost's Office.

Supplemental Summer Appointments are made in accord with the collective bargaining agreement (subject to change with new 2018 CBA) which states the following:

(b) Supplemental Summer Appointments.

(1) **Policy.** In recognition of the demonstrated quality and expertise of the FAU faculty, the University, at its discretion, shall endeavor, within the confines of curricular needs, student demand, and available funding, to maximize faculty teaching assignments. No employee shall be obligated to accept a supplemental summer appointment. An employee must accept an offer of a summer appointment within ten days of the offer or forfeit his/her Preference. Supplemental summer appointments shall be offered, either verbally or in writing, no later than five weeks prior to the beginning of the appointment if practicable, in accordance with written criteria. The criteria shall be made available in each college and shall apply to all summer appointments in that college. The criteria shall consider the employees' educational qualifications and experience.

(2) **Preference.** The University shall offer two available supplemental summer appointments equitably and as appropriate, in the following order: First Preference: to qualified full-time bargaining unit employees in the department/school, without an existing summer appointment to teach a class or equivalent assignment, in the following categories: tenured employees, tenure earning employees, employees with multi-year appointments, and instructors who have taught at the University for at least three consecutive years; Second Preference: to other bargaining unit employees in the department/school, without an existing summer appointment to teach a class or equivalent assignment, who are qualified. If all bargaining unit employees, **including faculty in the Honors College**, qualified to teach a class have already been offered two classes to teach or an equivalent assignment, the University may offer the supplemental summer appointment to anyone who is qualified (e.g., adjuncts).

(3) **Assignments** for supplemental summer appointments shall be made in accordance with Florida Statutes (the "twelve-hour law²"). Assignments for those receiving a summer appointment will be provided according to Article 9.5, and the workload (i.e., number of credits or classes) assigned will be determined at the College's discretion.

(4) **Compensation.** An employee who has received a summer appointment to teach a course in accordance with Article 8.4(b) shall be compensated according to the scale below, pro-rated for the credit hours of the course.

- a. **First assigned course:** 12.5% for a 3-credit course of regular 9-month base salary as of the prior March 1.
- b. **Second assigned course:** At the minimum rate set in Appendix H (of CBA), so long as the rate does not exceed 12.5% for a 3-credit course of regular 9-month base salary as of the prior March 1.
- c. **Each additional assigned course:** At a rate set by the dean of each college, not to exceed the rate paid for the second course.

² Section 240.243(2), Florida Statutes, requires that each full-time equivalent teaching faculty member at a university, who is paid entirely from State funds, shall teach a minimum of 12 classroom contact hours per week (12-Hour Law). However, any faculty member who is assigned other appropriate professional responsibilities shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per -19- week. The Board of Regents has prescribed in Chancellor's Memorandum CM-87-17.2, revised 1994, instructions for developing information for complying with the 12-Hour Law. This Memorandum established a standard practice for preparing and presenting faculty activity data for all budget units within the State University System (SUS).