

ENGLISH DEPARTMENT POLICY ON J-TERM AND SUMMER TEACHING

Approved 2/19/2020

1. As with all teaching assignments, departmental needs must ultimately outweigh faculty preferences.
2. Summer and J-Term course assignments are voluntary. Faculty members are not obligated to teach during those terms, nor is the Department obligated to find assignments for all who would prefer to teach.
3. Courses that have attracted student enrollment in past Summer and J-Term sessions will be given priority, while those that seem unlikely to reach the minimum enrollment of ten are unlikely to be approved.
4. All contracts for Summer and J-Term teaching are issued on a contingent basis. If a course does not secure sufficient enrollment, CAS will cancel it, and the assigned instructor will neither be compensated nor reassigned.
5. The requests of full-time faculty members will receive priority.
6. When faculty members request more sections of Summer and J-Term courses than the Department can schedule, assignments will be made on a rotating basis. That is, a faculty member who has not recently taught a Summer or J-Term course— and especially one whose request for a course has recently been denied— will be given high priority, while a faculty member who has recently taught such courses will be given lower priority.
7. The total number of J-Term and Summer courses recently taught by a faculty member will be taken into consideration. For example, a faculty member who has recently taught two Summer courses may receive lower priority for a second Summer course request than a colleague who has recently taught fewer Summer courses.
8. J-Term and Summer teaching will be considered separately in the prioritizing of teaching assignments, each following its own independent rotation.
9. Decisions on which courses to run are made in consultation with the CAS Dean's office, who have final say over the schedule. The College's priorities may occasionally conflict with the above principles.