



SUMMER TERM POLICIES

RESPONSIBLE ADMINISTRATOR:	DR. MARGARET N. (PEG) REES, VICE PROVOST
RESPONSIBLE OFFICE:	DIVISION OF EDUCATIONAL OUTREACH
ORIGINALLY ISSUED:	APPROVED BY FACULTY SENATE, COUNCIL OF DEANS AND OFFICE OF THE EXECUTIVE VICE PRESIDENT AND PROVOST – REVISION, NOVEMBER 22, 2009.
REVISION DATE:	EDITORIAL CHANGES FOR CLARIFICATION, NOVEMBER 22, 2009.

SUMMER TERM TEACHING WORKLOADS

Approvals for overloads require written approval of the instructor's Dean / Director and notification to the STO.

A limit for the entire 13-week Summer Term. Exclusive of independent study credits, faculty may teach up to 7 course credits in the entire summer. Exceptions may be requested through Department Chairs. Exceptions will be granted only with the positive recommendation of Chair and Dean/Director and approval of the Executive Vice President and Provost.

Limits for courses lasting one, two, or three weeks. One, 2, or 3 credits is considered a full workload for one-week, two-week, or three-week time periods, respectively. The Graduate College and the College of Liberal Arts have other policies concerning courses offered in three week sessions.

Limits for courses lasting four or more weeks. Six credits are considered a full workload for courses lasting four weeks. For courses lasting five weeks, 7 credits is a full workload (one 3-credit and one 4-credit course, both running the full five weeks).

STUDENT CREDIT LOADS

A student may take up to 7 credits in a five-week session provided both courses (one 3-credit and one 4-credit course) run the full five weeks. One credit in one week, 2 credits in two weeks, and 3 credits in three weeks are considered full course loads.

Students must have a signed petition to exceed the limits.

Academic advisors sign overload petitions for UNLV admitted students; the Summer Term Director signs for special students (both graduate and undergraduate).

COURSE CREDIT HOURS (CCHS)

There is no limit to the number of course credit hours that can be offered each summer by academic units; units are reminded however, that summer term does not generate full-time equivalent (FTE) credits for the credits offered.

THREE-WEEK COURSES

College Curriculum Committees must approve all three-week courses before they can be offered in the summer term. Therefore, before a three-week summer term course may be scheduled and published in the summer term catalog, Curriculum Committee approval must be received by the Summer Term Office in January of the initial summer term year.

SUMMER TERM CONTRACTS

A summer contract is an agreement between UNLV and the instructor of record. The contract lists the courses to be taught. Actual meeting times are described in the Summer Catalog and on the Course Request form submitted by the Department / Unit. Any change in schedule must be reported to the Summer Term Office (STO); *changes require approval by the appropriate Department Chair or Unit Dean / Director.*

Prorated Contracts

All cancellation or salary prorating are at the discretion of the Unit Dean. Courses with fewer than 5 students will be cancelled by the Summer Term Office.

Summer Term Policy for Faculty on A Contracts

Because combinations of teaching and administrative appointments may not normally exceed 100 percent FTE, certain academic and administrative personnel are normally not eligible for extra compensation; this includes Deans, Associate Deans, and some Directors and Chairs on A contracts. For the reason that Deans, Associate Deans, Directors, and Chairs on A-contacts are compensated for extra duties and are expected to be available Mondays through Fridays from 8 a.m. – 5 p.m. it is highly unlikely that these administrators will have sufficient time beyond their duty-based assignments to participate in the highly compressed teaching schedule associated with the summer term.

If a highly unusual situation develops where a Chair, Director, Associate Dean, or Dean must schedule a summer course during working hours, permission must be obtained from the Executive

Vice President and Provost's Office prior to the course being scheduled. Approved extra-salary compensation forms and a memo of explanation to the Executive Vice President and Provost must accompany all such requests. No exceptions will be made to this policy. Violation of this rule will result in course cancellation.

Compensation for Chairs, Directors, Associate Deans, and Deans on A contracts

In the rare case, where a Chair, Director, Associate Dean, or Dean must teach during the summer session, there are three options for compensation:

1. If prior permission has been obtained and extra-salary compensation forms have been approved, administrators may receive pay for courses offered between 8 a.m. and 5 p.m.
2. Provided that prior permission has been obtained, administrators who teach during the summer session may request that monies be deposited for professional development activities with the College / Division or the academic Department Unit; approval of the Unit Dean is required; requests can be made through a memo from the Unit Dean to the Vice Provost for Educational Outreach.
3. Administrators may be paid for courses offered during off-hours (before 8 a.m.; after 5 p.m.; on weekends); extra-salary compensation forms are required.

Payment for the Supervision of Independent Study (thesis / dissertation) in Summer

The University recognizes the role of faculty in the independent study process for enhancement of the undergraduate experience and for the preparation of theses / dissertations. Summer Term instructors may be paid for up to 18 student credit hours of independent study for the combined sessions of the summer.

Instructors who teach up to seven credits of regular courses in a given five-week term may supervise up to six credit hours of independent study during the same period.

Because Summer Term administrators do not know what independent study arrangements have been made, Chairs and Directors will be responsible for submitting a list of faculty who provide dissertation, thesis, and independent study credits during the summer term; a form will be provided for reporting the names of the instructor and the number of credits. Forms must be received in the summer term office by the **last day in August** for faculty to be compensated. Unlike previous years, payment will now be made for X-grades. Any funds that are not requested will be returned to College / School Division to be distributed at the discretion of the Dean / Director.

DISTANCE EDUCATION (DE) COURSES

Distance Education (DE) courses are included as part of the Summer Term. The Director of DE handles compensation for the development of new Distance Education courses; DE follows all other Summer Term policies.

REINSTATEMENTS

The Summer Term Office handles reinstatements that involve financial difficulties under a cooperative process involving the Summer Term Office, Student Enrollment Services, and the Bursar's Office. If a student has been dropped from a course for incomplete payment and a grade has been awarded, the Summer Term Office has the authority to reinstate at the request of the instructor if all fees have been paid.

CONTACT

DR. MARGARET N. (PEG) REES,
VICE PROVOST FOR EDUCATIONAL OUTREACH
Paradise Campus (PAR)
895-3394 / FAX 895-4195
<http://edoutreach.unlv.edu>