

Policy for Summer, Wintermester, and Online Teaching Assignments

When creating the schedule for Wintermester and Summer sessions, the following criteria will be utilized:

1. Courses already set up and CLEAR approved to be taught online
2. Requests that best fit the needs of the department
3. Past enrollment numbers
4. DAC teaching evaluations

In an effort to rotate teaching opportunities, if all things are equal, the following will be assessed:

- Instructors who have had less opportunity to teach in winter or summer or overload recently

As a rule, only online courses will be offered in the summer. In order to increase enrollment and give our students the largest number of options possible, upper level classes offered in the wintermester or in summer should be courses that were not taught in any of the other semesters, unless enrollment needs dictate otherwise.

Faculty members are expected to teach at least one face-to-face course per long semester (Fall and Spring). Any request for an exception to this rule will need to be submitted to the Undergraduate Committee who, in consultation with the Department Chair, will determine approval or denial.