

Academic Affairs
Blanket Approval for Summer Instructional Appointments
April 6, 2009

In order to streamline the approval of hiring freeze exceptions for Summer appointments, Provost Wilcox and President Genshaft have signed a blanket approval for **instruction-related** appointments for Summer 2009. In order for an appointment to be included under the blanket approval, it **must meet all** of the following criteria:

1. The term of appointment is for Summer A (05/07/09 – 06/19/09), Summer B (06/20/09 – 08/05/09), or Summer C (05/07/09 – 08/05/09).
2. The appointment paperwork submitted to Human Resources specifies a course number and section as well as the compensation associated with teaching the course (e.g. AFA 4335-001; \$8,000).
3. The appointment is for instruction of a course that is classified by the Registrar's Office as:
 - a. Class Lecture (C)
 - b. Discussion (D);
 - c. Laboratory (L); or
 - d. Other (O) – as long as the course involves instruction of a group of students, whether face-to-face or virtual. Course numbers associated with dissertation/thesis, internships, independent study, or similar non-classroom activities are excluded from the blanket approval.
4. Compensation per course is \$12,000 or less.

Summer appointments that do not meet all four of the above criteria must be submitted to the Provost's Office per the regular hiring freeze exception process. For information about requesting an exception to the hiring freeze, please contact Maryhelen Shuman-Groh at 4-5567 (mshuman@acad.usf.edu) in the Provost's Office.

Colleges are expected to abide by the principles regarding assignment of and compensation for Summer courses, which were outlined in the March 24, 2009, memorandum from Associate Provost Kofi Glover (attached on the following page).

Colleges are advised that appointments that include a combination of instructional activities (that meet all four criteria above) and non-instructional activities will be returned by Human Resources unless the non-instructional activities have otherwise been approved through the regular freeze exception process.

TO: Deans, Chairs and Directors
FROM: Kofi Glover, Associate Provost
DATE: March 24, 2009
RE: Assignment of Summer 2009 courses

Because of the changes in the 2008/2009 Collective Bargaining Agreement, the Provost's office offers the following guidelines for distribution of courses for Summer 2009. These are offered recognizing that courses may be offered through funding provided by the various Colleges and/or solely through tuition payments. While some of these guidelines are similar to those of previous years, please note that there are a few differences that demand your attention.

- (1) Chairs are responsible for creating schedules that produce enrollments necessary to achieve college and departmental SCH targets.
- (2) Reasonable efforts should be made to offer courses needed for students to graduate in August.
- (3) Concerted efforts should be made to provide at least one course each to nine-month, full-time faculty members who desire to teach in the summer, contingent on their courses meeting minimum enrollment levels. The minimum enrollment level should not exceed the number of students necessary to cover the cost of the course, allowing for some reasonable enrollment overage to offset situations such as non-payment of course tuition, etc.
- (4) Summer compensation should be computed as per Article 8.4.C in the 2008-2009 CBA. The formula is essentially the same as in previous years, but with the notable exception that there is a payment cap of \$12,000 per course. This cap applies regardless of the FTE assigned to the course. Also, if it is determined that a course's enrollment will not generate tuition necessary to cover the cost of the course, the faculty member may negotiate a prorating of his/her salary down to a level no lower than 10% of the 9-month salary. To emphasize, this salary reduction should be negotiated only if it is determined in a timely fashion that enrollment is not being generated to cover the cost of the course. This provision applies only to those courses that are enrollment dependent to pay the faculty member.
- (5) Courses should be made available to full-time faculty on the basis of established departmental procedures.
- (6) The judicious use of adjunct instructors and graduate students, subject to the provisions in criteria #3 and #4, is allowed. When feasible, employing graduate students is especially encouraged as a means of providing summer support.
- (7) Second summer courses may be made available to full-time faculty members, contingent on the conditions specified in criteria #1, #2, #4, and #5.

cc: Dwayne Smith, Vice Provost
Norine Noonan, Regional Vice-Chancellor for AA
Judith Ponticell, Associate Vice President for AA
Bonnie Jones, Associate Vice President & Dean for AA
Sherman Dorn, President of UFF