
**Procedures for Distributing Summer Teaching Opportunities
Among Full-time Faculty**

- A. Under the supervision of the division deans, summer courses will be assigned through a departmental rotational selection process involving all full-time faculty with a history of teaching in the department.
- B. The first rotation will occur (in Summer 2017) beginning with the most senior faculty (based upon institutional seniority as a full-time faculty member) and allowing first choice of one course taking into account credentials and expertise in specific content areas.
- C. Faculty with a history of teaching in two departments must select one in which to participate for course selection.
- D. Faculty who have developed an online or hybrid course with the first offering of the course in summer semester will be assigned that course.
- E. Selection progression will roll from the most senior faculty to the next faculty member ranked by seniority in years of full-time faculty employment with the college.
- F. If all faculty members are assigned a course, the rotation returns back to the most senior member and proceeds until all courses with qualified faculty who desire to teach have made the allowable number of credit hour selections.
- G. The selection process must be completed by spring graduation.
- H. Any course additions made to the summer schedule after graduation will be assigned to qualified adjunct faculty pending availability.
- I. If any faculty members are not assigned a course, they move to the top of the longevity list for the next summer's course assignments.
- J. Choosing not to be assigned any course is an option for faculty. Faculty selecting this option may retain their position in the rotation for the following year.
- K. Teaching assignments will not be altered due to course cancellations.