

Summer Teaching Guidelines – Department of Art and Design

The department chair is responsible for course schedules, including the summer course schedule. Summer teaching especially is at the discretion of the department chair. Please note that student need, is the number one criteria for determining Summer Course scheduling, followed by faculty seniority, as outlined below.

I. Teaching Priority: summer teaching assignments will be made in the following order:

1. Tenured faculty
 - a. Full Professors
 - b. Faculty who taught 0 hours the preceding summer
 - c. Faculty who taught 3 hours the preceding summer
 - d. Faculty who taught 6 hours the preceding summer

2. Tenure-track faculty having completed a minimum of three (3) years of teaching in the department
 - a. Faculty who taught 0 hours the preceding summer
 - b. Faculty who taught 3 hours the preceding summer
 - c. Faculty who taught 6 hours the preceding summer

3. Tenure-track faculty having completed less than three (3) years of teaching in the department
 - a. Faculty who taught 0 hours the preceding summer
 - b. Faculty who taught 3 hours the preceding summer
 - c. Faculty who taught 6 hours the preceding summer

4. Instructors
 - a. Master Instructors
 - b. Senior Instructors
 - c. Instructors who taught 0 hours the preceding summer
 - d. Instructors who taught 3 hours the preceding summer

5. Full-time Temporary faculty and Adjunct faculty
 - a. Assignment of temporary faculty will be based on seniority in teaching at MTSU.
 - b. Temporary faculty will teach only when there is a specific need as determined by the Chair

6. Ineligible faculty
 - a. Faculty with poor or marginal teaching evaluations will not be assigned summer courses

II. Administrative Criteria: The following will be observed in administering summer teaching assignments:

1. The maximum summer teaching load for a faculty member will be six (6) hours, excluding independent study and applied projects courses. The six (6) hour maximum does include paid release time.

2. After receiving all faculty members' requests for summer teaching, the Chair will assign a tentative schedule with the course(s) and session(s) each faculty will teach according to the priority order outlined above.

3. The department Chair should be eligible for a maximum of three (3) hours of summer teaching, unless there is approval of a simple majority of tenured faculty for an increase in hours. In such a case, the Chair would be eligible to teach no more than six (6) hours.

4. The department may only offer one Study Abroad course per Summer session: Full 1, May S1, May/June S5, June S2, June/July S4, July S3. If the Study Abroad program overlaps multiple sessions, it will only be counted as one session. If necessary, a rotation may be created to avoid having competing programs and ensure high quality program design that is in alignment with MTSU's/the Department of Art and Design's mission.