

## **LAS guidelines for Summer and Interim Contracts**

The Faculty Handbook policy on Summer and Interim Contracts specifies limits to the number of contracts that a faculty member may hold for extra-semester periods. The spirit of the policy is to conceptualize reasonable teaching loads that ensure high-quality course delivery and maximum student learning in summer and interim periods. The Handbook language does not provide sufficient clarification regarding teaching assignments in overlapping terms (i.e., M1 and M2, or S1 and M2) and does not address independent study contracts. These guidelines are intended to clarify the College's interpretation of the policy.

Faculty Handbook: Faculty shall not be contracted for summer employment for more than a total of two 3- or 4-semester hour courses per 5-week session or equivalent except in unusual circumstances; e.g., when no other full-time faculty member is available.

LAS guidelines: Faculty shall not be contracted for summer or interim employment for more than a total of one course per any 2- or 3-week interim period and two courses per any 5-week summer session period, inclusive of contracts from overlapping terms (i.e., maximum of one contract in M1 plus M2 periods, maximum of two contacts in S1 plus M2 periods) except in unusual circumstances; e.g., when no other full-time faculty member is available. For faculty who are teaching at the maximum course limits for any interim or summer term, additional contracts for independent study courses will be limited to a maximum of one assignment per any 2- or 3-week interim period and two assignments per any 5-week summer session period, inclusive of contracts from overlapping terms (i.e., maximum of one contract in M1 plus M2 periods, maximum of two contacts in S1 plus M2 periods). Independent study courses are defined here as (1) any course traditionally offered as an independent study (e.g., readings, research, internship) regardless of enrollment, or (2) any course taught in an independent study format to generally no more than two students. The limit on the number of independent study assignments may be exceeded in unusual circumstances, and at the discretion of the dean in consultation with the chair of the department.