

## **DEPARTMENT OF COMMUNICATION SUMMER SCHOOL AND EXTENDED EDUCATION POLICY**

**GUIDING PRINCIPLES:** Courses are offered during the summer sessions and through Extended Education primarily as a service to students and to meet departmental needs. Courses offered should be courses for which there is a demand that is not entirely satisfied by the offerings planned for fall and spring semesters. Demand cannot be predicted with complete certainty, but summer and Extended Education courses should not jeopardize regular offerings by reducing the number of students who are likely to take the course (or a course that meets the same requirement for SC majors) the next time it is offered to the point that the class may have to be canceled.

Teaching summer or Extended Education classes that are part of the normal Communication offerings is not a right held by any member of the faculty. Although all faculty are encouraged to submit a request to offer courses for which they are qualified, everyone must understand that all requests cannot necessarily be accommodated. Neither student nor faculty needs are addressed when so many sections of a course are offered that most or all of the offerings have low enrollment or when there is a detrimental effect on regular offerings. While no one can deny faculty have a financial interest in offering courses, no one should count on being able to offer a course during summer sessions.

The following policy is intended to provide a fair procedure by which to determine which courses are offered and which are taught.

### **SUMMER SCHOOL**

**COURSE OFFERINGS:** Late in the fall semester, or early in the spring semester, the curriculum committee will meet to determine which courses may be offered during the following summer sessions. Criteria should include:

**Student demand when the course is regularly offered.** Courses that are usually full and have wait lists or show other evidence of demand could be offered during the summer even if they are usually offered during the rest of the academic year.

**Frequency of offering.** If a course is rarely offered, demand cannot be determined, and the course can be offered during the summer. However, if such a course, or another course fulfilling the same requirement in the major, will be offered in the following academic year it should not be offered during the summer. If a course was offered during the previous academic year it might be offered during the summer even if the enrollment wasn't high, if such an offering is unlikely to affect enrollment the next time the course or a course fulfilling the same requirement in the major is offered.

**Categories.** The committee should keep in mind that some courses (such as COMM 101, 102, and 103) fulfill the same function in General Education, so should be considered the "same" course for the purpose of determining which courses could be offered. In addition, some courses fulfill the same requirement within the major and may be considered the "same" course for this purpose.

The curriculum committee will also determine how many sections of any course may be offered during the summer.

The curriculum committee is encouraged to consult with faculty who are not members of the committee to determine the courses that could be offered during the summer.

Courses shall not normally be offered “by correspondence.” If there is a compelling reason to offer instruction by correspondence during the summer the course should be designated as “SC 499: Independent Study,” and the subject of the independent study may be specified.

**STAFFING:** An invitation to apply to teach courses during the summer, including restrictions on course offerings determined by the curriculum committee, will be distributed to the department’s permanent, full-time temporary, and part-time faculty. After the deadline for responses, the personnel committee will meet to determine whose requests will be accepted. The following criteria will be used.

1. When possible, the faculty who propose to offer courses should be granted permission to offer the courses. However, no more than one section of a course should be offered during any summer session (i.e. during the same 4 or 6 week session), and no more sections of a course may be offered than recommended by the curriculum committee. When more than one faculty member proposes the same course during a time period the chair may contact those faculty to determine if any are willing to shift to a different time period to avoid the overlap.
2. All faculty must be qualified by education or previous experience to teach the courses they propose to offer. Anyone who teaches during a summer session must have been a member of the department faculty within the previous two years. If there is any question about the individual’s qualifications to teach the course the Personnel Committee will be consulted to make a decision.
3. When more faculty request to offer a course than can be offered during the summer, tenured and tenure track faculty will have priority over temporary and part-time faculty. If there are still multiple applicants the following criteria will be applied, in order, until a decision can be reached.
  - A. Faculty who did not teach the previous summer will have priority over those who did teach the previous summer.
  - B. Faculty who are not offering other courses during the summer will have priority over those who do have other offerings.
  - C. Faculty who are going on leave (sabbatical, DIP, or leave without pay) or coming off leave will have priority over those who are neither going on nor coming off leaves.
  - D. If, after considering the first three criteria there are still two or more individuals eligible to teach a course, the Personnel Committee will rank them based on their qualifications and evidence of teaching effectiveness and the top ranked individual will be recommended to teach the course.

**FINAL DECISION:** The department chair will consider advice from the Curriculum and Personnel committees in making the final decision concerning what courses will be offered and who will teach those courses and will notify everyone who proposed a course whether or not their proposed courses have been approved.

#### **EXTENDED EDUCATION**

The same general principles will apply to proposed Extended Education offerings as apply to summer school. However, Extended Education offerings will normally be initiated by the faculty member wishing to teach the course. Sometimes Extended Education offerings may be proposed by people who are not members of the HSU faculty, or are not members of the Communication faculty. The following procedures will be followed for Extended Education offerings:

1. The person proposing the course will apply to offer the course through the department chair. If the person is not already a member of the faculty he or she must also submit

material indicating qualifications for teaching the course and demonstrating teaching effectiveness.

2. The Curriculum Committee will consider the application to offer the course based on the same criteria used to determine summer school offerings. The Curriculum Committee will not consider the applicant's qualifications to teach the course. If the proposed offering is a course that is not normally taught by the department the Curriculum Committee should decide if it is in the best interest of the department to offer the course.
3. If the person proposing the course is not already a member of the department's faculty the Personnel Committee will consider the applicant's qualifications to teach the proposed course. Since the applicant will represent the department, his/her qualifications should normally be equivalent to the minimum qualifications for someone hired to teach part- time.
4. If the Curriculum Committee determines the course may be offered, and the Personnel Committee determines that the proposer is qualified to teach the course, departmental permission to teach the course through Extended Education will be granted unless there are other considerations that weigh against teaching the course. The department chair will make the final decision based on the recommendations from the two committees.