UNDERGRADUATE BRANCH

Policy on Teaching Assignments for summer Courses

a. If and where a course requests conflict, priority will be established in consideration of:

i. **Recency:** When faculty develop and teach new preparation for a course, he/she has first claim for that course the next time it is offered (up to two semesters; they need not be consecutive). Teaching a course in a substantively different format (e.g. distance learning or hybrid design) or reconfiguration of content (not just textbook) will be considered a new preparation.

ii. **Frequency:** If faculty member has *never* taught a course, they have higher priority than someone who as taught the class more than once

iii. **Faculty expertise/teaching background:** Faculty should have theoretical grounding in the content of the course they are assigned to teach.

iv. **Experience/expertise with the format of delivery** (many summer CCE courses are taught in an online format.)

Summer courses:

As of summer 2010, all summer courses are being offered through CCE. The UG Branch generally offers 4 to 6 courses to Credential Students, the EDCE CHDV-BA cohorts, the BSCTS program, and to our students needing GE completion. Scheduling of summer courses will take place in the following manner:

1. **A call for interest will be sent out to all tenure-track faculty members**
2. **Requests will be prioritized by**
   a. Faculty expertise/teaching background
   b. Experience/expertise with the format of delivery (many summer CCE courses are taught in an online format)
   c. Recency and Frequency (rotation principle)
   d. *Tenure-Track Faculty*
   e. **Adjunct faculty will be considered by the same priorities if no TT faculty are available to be placed.**

*Faculty rank may impact the minimum class size cap.*