**The Department of Health and Human Performance (HHP)**

**HHP Policy and Procedure Statement: 2.03                                                       Summer Workload**

**Revised: November 21, 2008                                                                                    (10 paragraphs)**

**Review Cycle: December 1, every 3 years**

**Review Date: December 1, 2011**

**Reviewer: The HHP Voting Faculty**

**Purpose**

1.      The purpose of this policy is to broadly determine the procedures for allocating workload assignments for the summer school terms in the Department of Health and Human Performance (HHP).

**Definitions**

2.      One workload credit is defined as one semester credit hour of organized undergraduate instruction or the equivalent.

2.01    A one-hour Personal Fitness and Wellness course is equivalent to 1.33 workload credits.

2.02    A one-hour laboratory course is equivalent to 1.5 workload credits.

2.03    An undergraduate or graduate didactic course is equivalent to 3 workload credits.

3.      During the mini and summer terms, the normal workload assignment for faculty is typically limited to teaching assignments. In rare occasions, workload assignments may include both teaching and administrative duties. These assignments will be determined by the Department Chair in consultation with the Program Coordinators and the Personnel Committee (PC).

**Faculty Workload Assignments**

4.      Workload assignments for teaching faculty during the mini and summer terms will be given consideration based upon:

4.01    Specific courses that need to be offered.

4.02    Experience of available faculty members.

4.03    Budgetary constraints.

5.      Before tentative schedules are developed, the Chair will ask each faculty member to complete a form stating whether or not they desire to teach during the mini session and/or summer terms and which sessions /terms they prefer to teach.

6.      Each Program Coordinator will submit a tentative mini and summer class schedule to the Department Chair. The submission date will be one-week prior to the deadline for schedule submissions/changes as determined by the Office of the Registrar. The Department Chair will review the schedule and either approve the schedule or ask the Program Coordinator to make modifications. Modifications will be requested based on items listed in paragraph 3.

7.      Mini session assignments will be paid as a stipend.

8.      No more than eight credits may be taught in a single summer term.

9.      The order for workload assignments will be offered by the following priorities:

9.01          Tenured faculty members by rank and seniority within rank will be offered at least 6 workload credits of courses that traditionally make during the summer terms (with at least 5 students for graduate courses and 10 students for undergraduate courses).

9.02          Tenured-track faculty members by rank and seniority within rank will be offered at least 6 workload credits of courses that traditionally make during the summer terms (with at least 5 students for graduate courses and 10 students for undergraduate courses).

9.03          Lecturers and Senior Lecturers will be offered 6 workload credits.

9.04          Adjunct or Graduate Assistants will be granted at least 3 workload credits for teaching one theory course, two one-hour activity courses, or two one-hour laboratory courses per summer term.

10.  If additional sections are required and not covered by the above priorities, then the Chair, in consultation with the Coordinators and the PC, may make additional workload assignments.

**Other Considerations**

11.  Workload credit release for administrative duties is not considered during the summer term unless approved by the Chair in consultation with the affected faculty and the PC.

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the Department of Health and Human Performance and procedure from the date of the document until superseded.

Voting Faculty Representative:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                  Date:  \_\_\_\_\_\_\_\_\_\_

Approve:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                       Date:  \_\_\_\_\_\_\_\_\_\_

                  Chair of the HHP Department