**Summer Workload**  **HHP** **PPS No. 04.01.41**

 **Effective Date: November 6, 2020**

 **Next Review Date: October 1, 2024**

 **Sr. Reviewer: Department Chair**

**01. STATEMENT OF PURPOSE**

* 1. The purpose of this policy is to broadly determine the procedures for allocating appropriate workload assignments for faculty with summer employment in the Department of Health and Human Performance (HHP) and is based on [AA/PPS 04.01.41](https://policies.txstate.edu/division-policies/academic-affairs/04-01-41.html) Summer Faculty Workload.

**02. DEFINITIONS**

02.01 Workload is calculated for courses, labs, and individual instruction using the semester credit hour value of the course, lab contact hours, or the number of students enrolled on the 12th class day.

02.02 A one-hour Personal Fitness and Wellness course is equivalent to 1.5 workload credits.

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

02.04 An undergraduate or graduate didactic course is equivalent to the number of credit hours x 1.00 (e.g., ESS 4100 = 1.00 workload credits, ESS 4351 = 3 workload credits.)

02.05 During the summer terms, the workload assignment for faculty is typically limited to teaching assignments. Teaching loads are based on university and departmental needs, student demand, and faculty interest and qualifications. Workload assignments may also include both teaching and administrative duties based on the consideration of the summer budget and department needs. These assignments will be determined by the Department Chair in consultation with the Program Coordinators and with approval from the Dean of the College of Education.

**03. FACULTY WORKLOAD ASSIGNMENTS**

03.01 Workload assignments for teaching faculty during the summer terms will be given consideration based upon:

a. Specific courses that need to be offered to best meet program and student needs.

b. Experience of available faculty members.

c. Faculty requests.

d. Summer Budget constraints.

03.02 No more than eight credit hours may be taught by a faculty member in one five-week summer term. A maximum of 12 credit hours may be taught in a 10-week session.

03.03 Following the considerations in paragraph 4, the rank and role priorities will be used to guide the Chair and Program Coordinator in developing summer workload assignments. Specific course assignments are based on a faculty member’s rank (i.e., tenured professor, tenure-track professor, clinical faculty, senior lecturer, lecturer, per course faculty, graduate assistants), role (e.g., Internship Coordinator, Field Placement Supervisor, Clinical Coordinator) and expertise in the respective academic discipline, and are generally courses the faculty member has instructed in long semesters. Teaching is always contingent upon minimum enrollment standards for summer courses (typically 5 students for graduate course and 10 students for undergraduate course):

a. Tenured faculty members by rank and seniority within rank may be offered up to 6 workload credits of courses that best meet program and student needs.

b. Tenure-track faculty members by rank and seniority within rank may be offered up to 6 workload credits of courses that best meet program and student needs.

c. Clinical faculty by rank and seniority within rank may be offered up to 6 workload credits of course that best meet program and student needs.

d. Senior lecturers and lecturers may be offered up to 6 workload credits that best meet program and student needs.

e. Per course faculty or graduate assistants may be offered up to 3 workload credits for teaching one theory course, two one-hour activity courses, or two one-hour laboratory courses per summer term.

f. Faculty requests of more than 6 workload credits in the summer will be

approved and by the Department Chair in consultation with the Program Coordinator.

g. Faculty supervising internships, field placements, and clinical sites during the long semesters have priority, regardless of rank, in teaching these courses during the summer terms.

**04. COMPENSATION**

* 1. Compensation for summer teaching is aligned with AA/PPS 04.01.41.

04.02 Two courses with a total value of six to eight hours are compensated at the rate of one-sixth of the faculty member’s nine-month salary in the current academic year.

04.03 One course with a value of three to four credit hours is compensated at the rate of one-twelfth of the faculty member’s nine-month salary in the current academic year.

04.04 Compensation for courses taught in load may not exceed the faculty member’s monthly salary during the previous contract year.

04.05 Salary payments correspond with the dates of assignment.

04.06 During the summer terms faculty are not eligible for teaching overloads that result in compensation above 100 percent.

**Certification Statement**

This HHP PPS has been approved by the reviewers listed below and represents the

HHP Department policy and procedure from the date of the document until superseded.

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

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

 Chair of the HHP Department