

TO: Sociology Faculty  
FROM: Val Burris, Associate Head  
SUBJECT: Summer Session Teaching

November 5, 2003

It is time to plan for Summer Session 2004. The Department can now realize a profit from summer session that goes directly into our supplies and services budget which can offset cuts we have experienced. It will pay us to promote ourselves and plan our courses in order to realize payoffs. Enrollments count.

The Summer Session has the following rules: 1) a full teaching load is defined as two courses in the eight-week session or one course in each of the four week sessions; 2) you can't be paid extra for teaching a heavier load; 3) you're not supposed to teach two courses concurrently in one of the four-week sessions; and 4) your course will be canceled if it enrolls less than 12 students. Several years ago we increased the amount paid to faculty to \$4,000 per course. We will pay that amount again this year.

Both because we are trying to serve students year-round and because our 200, 300, and required classes (310, 312, and 312) have enrolled well in the past, I will emphasize "bread and butter" courses. I plan to offer these three required courses and 204 and 207 even if we have to turn to adjunct faculty. In other words, people who want to teach these will get some priority. The 1-8 week session courses tend to enroll more students than do the shorter sessions (1-4 week and 5-8 week periods). I will want to schedule our summer classes to provide balanced offerings, and high enrollments (per course) so that our summer offerings will generate returns for us. We need about 20 students in a course to break even.

When more faculty want to teach than we can fund, it's been our policy to give preference first to faculty who definitely want to teach and, I would add, people who haven't backed out of past commitments. Among those who definitely want to teach, we give preference to those who haven't had the opportunity in previous years.

Please complete this form and return it to Shelley by **Wednesday, November 19**.

1. \_\_\_\_\_ I definitely want to teach in Summer Session.  
\_\_\_\_\_ I do NOT want to teach in Summer Session.
2. If you want to teach, how many courses would you like?  
\_\_\_\_\_ one course  
\_\_\_\_\_ two courses

What are your preferences regarding the sessions (check an answer **FOR EACH SESSION**)?

<u>Session</u>	<u>First Priority</u>	<u>Second Priority</u>	<u>Third Priority</u>	<u>Won't teach if assigned to this period</u>
1-8 weeks 6/23-8/15				
1-4 weeks 6/23-7/18				
5-8 weeks 7/21-8/15				

4. List courses you want to teach in order of preference. List as many as you want. Please list multiple courses. Use the back if necessary.

5. Any special requests (rooms, teaching hours, etc.)? Use back if necessary.



YOUR NAME \_\_\_\_\_