

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

November 17, 2003

It is time to plan for Summer Session 2004. The Sociology Department gives preference for teaching positions to its tenured and tenure-track faculty, but in the past few years not enough faculty have been available for us to cover the courses we wanted to offer. I therefore would like to know if you are interested in teaching for us Summer 2004.

The Summer Session has the following rules: 1) GTFs must be paid according to the GTFF contract; 2) you can't be paid extra for teaching a heavier load; 3) your course will be canceled if it enrolls less than 12 students. Based on the contract and the current rates of pay in our department, a GTF 2 would receive \$3,149 for a summer class and a GTF 3 would receive \$3,312. Even if you are promoted during the year, the salary will be based on your level as of September 16, 2003.

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, as in the past. 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.

Please complete this form and return it to Shelley by **Monday, November 24**.


_____ I definitely want to teach in Summer Session.
_____ I do NOT want to teach in Summer Session.

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 6/21-8/13				
1-4 weeks 6/21-7/16				
5-8 weeks 7/19-8/13				

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** _____