

**MEMORANDUM**

**DATE:** August 17, 2015

**TO:** Deans

**FROM:** Gary Perry, Provost and  
Vice President for Academic Affairs



**SUBJECT: Guidelines for Deans: Faculty Summer Assignments (Revised)**

Summer schedules are to be developed so as to address program needs as determined by degree requirements, general education requirements, student enrollment demand, and FTE target expectations. Summer schedules must of course also reflect any summer budgetary constraints that may exist.

The needs of the program must be considered in assigning faculty to the summer schedule. Within this context, the following guidelines are recommended.

First, the appropriate schedule of courses for the department/school/program should be developed.

Each college shall develop their own guidelines for program offerings in order to best meet their obligations to students.

Available summer appointments shall be offered as appropriate to qualified employees pursuant to policy or applicable collective bargaining agreement.

Cc: Diane Alperin, Vice Provost  
Academic Affairs

Michele Hawkins, Associate Provost  
Planning and Budget