

# **Reading, Foundations, and Technology**

## ***Policy On***

### ***Summer Course Assignments***

The Department of Reading, Foundations, and Technology (RFT) supports summer courses to assist student with timely program completion. To this end, RFT will support student success by following the “*Summer Course Assignment Policy*” detailed herein.

- I. Determination of Summer Course Offerings
  - a. RFT will make a bona fide effort to identify all courses needed by students to complete degree programs in a timely manner and as scheduled.
  - b. The RFT Department Head in consultation with faculty will determine which courses identified in I.a. shall be taught in a traditional, online, television, hybrid, or other method of delivery.
  - c. The RFT Department Head will determine which courses will be offered based on student need, enrollments, and special cases, e.g., summer graduation requirements, certification, and/or low enrollment agreements.
- II. Determination of Summer Course Teaching Assignments
  - a. RFT faculty will be responsible for notifying their department head regarding desire and availability for summer teaching.
  - b. The RFT Department Head will make summer teaching assignments in consultation with faculty based on the following criteria:
    - i. Stated desire by faculty or others for summer teaching
    - ii. Availability
    - iii. Willingness to use desired method of course delivery based on program faculty discussion.
    - iv. Qualifications based on program faculty discussion
    - v. Departmental standing by giving priority as follows:
      1. RFT full time tenured faculty in good standing by seniority
      2. RFT full time untenured faculty in good standing by seniority
      3. RFT part time tenured faculty in good standing by seniority
      4. RFT part time untenured faculty in good standing by seniority
      5. RFT emeritus faculty in good standing
      6. Per course faculty in good standing
      7. Faculty from other COE departments in good standing
      8. Faculty from other MSU colleges in good standing
- III. Faculty Compensation
  - a. Faculty shall be compensated for summer teaching in accordance with COE and MSU policies in effect at the time.
  - b. Because student need for 3 credit hour summer courses is often great, RFT faculty will be compensated for up to 9 credit hours per university policy.