

Kennesaw State University
College of Computing and Software Engineering
Summer Course Policy

Guiding Principle

Quality teaching and supporting effective learning are central tenants of CCSE at KSU. To this end, we want to maximize opportunity for students to take the courses they need (including summer sections), and as needed, we will schedule and plan courses appropriately given the shorter summer semester.

Additionally, since summers are not part of the academic contract for faculty, CCSE must provide a clear vision of which courses will be offered and how faculty will be compensated; this ensures faculty can make teaching plans and/or schedule travel, research, and other activities for the summer.

Implementation

CCSE summer courses will be offered during the 8-week summer session. Departments will closely analyze previous summers' enrollments to plan successful summer offerings. The Department Chairs will solicit faculty in January for their teaching preferences for summer term.

One week prior to the first day of classes, the faculty member, together with the department chair, calculates the compensation based upon enrollment at the time and the formulas below. If the chair and faculty member agree to offer the course, then they must complete and sign the payroll amendment form <http://payroll.kennesaw.edu/docs/forms/payroll-amendment-20150721.pdf>. Once agreed upon, the chair and faculty proceed with offering the course.

Once agreed upon, compensation cannot decrease; but if enrollment increases, faculty will be compensated up to the full amount based upon the following formulas. The contact hours will be used instead of credit hours to calculate the payment for learning support courses. The final enrollment is determined at the end of the drop/add period.

Multiple Sections and Online/Face-to-Face Sections: Offering multiple (and cross-listed online and face-to-face) sections can be a good means to afford flexibility for students. If a course taught by a single faculty member has two sections in the summer, the sections will be treated as one, combined section (if combined enrollments are below the 14/9 undergrad/grad threshold) or as two sections (if combined enrollments meet or exceed the 14/9 undergrad/grad threshold and each section can be offered separately based on the following formulas) to maximize the compensation benefit to faculty. This ensures courses will be offered whenever possible and compensates faculty as enrollments allow. Faculty member who agreed to teach cross-listed section that did not reach the threshold cannot cancel any portion of the cross-listed section (e.g. 2 undergraduate on campus students and 10 online both sections should be offered).

Given the need for their year-round service activity, program coordinators and associate chairs will receive preference for summer teaching.

This policy does not apply to part-time teaching faculty who are paid per credit hour based on their contractual hire rate.

Compensation

According to the Office of Academic Affairs Guidelines for Summer Minimum Enrollment http://facultyaffairs.kennesaw.edu/docs/resources/Summer_Minimum_Enrollment_Summary.pdf, undergraduate courses with less than 14 students and graduate courses with less than 9 students will be canceled.

In the spirit of offering more options to students and faculty, CCSE adopts a more flexible model that allows departments and faculty to determine what is best on a course-by-course basis.

A prorated course offering will be used with the approval of the faculty member, the Department Chair, and the Dean. The prorated payment must be approved one week before the first day of classes and will be based on the following formula:

Undergraduate courses:

14+ students: 3.33% of academic-year base salary per credit in course

8-13 students: prorated pay per credit hour = (number of students)/14^x academic year base salary^x 0.03333 per credit hour

Below 8 students: course may be cancelled (Dean/Chair will decide)

Graduate courses:

9+ students: 3.33% of academic-year base salary per credit in course

5-8 students: prorated pay per credit hour = (number of students)/9^x academic year base salary^x 0.03333 per credit hour.

Below 5 students: course may be cancelled (Dean/Chair will decide)

Directed study courses and thesis

No compensation

Service Expectations in Summer

Summer teaching faculty are required to attend summer graduation and help with summer orientations.

Service appropriate to regular, academic-semester faculty duties, especially as related to the course(s) taught, is expected of faculty teaching in the summer.

Normal CCSE and departmental committee meetings (other than CFC which meets year-round) are **not** expected during the summer.