



2006
SUMMER SCHOOL
(Revised 2006)

INTRODUCTION

Summer School is viewed as a significant potential source of revenue to the university. It is the intent of this document to provide greater flexibility to increase summer school offerings and increase revenue to the university.

I. Course Offerings

Course offerings will be recommended by the department chairperson to the appropriate academic dean. The recommendations will be based on the following criteria:

- Importance to the degree program;
- Acceleration of students' progress toward the degree;
- Responsiveness to student needs and interest;
- Financial data based on departmental history (not individual faculty member)

A. Deadlines - The first Friday in November will be the recommended deadline for the submission of all undergraduate and graduate courses and workshops. Additions will be permitted after this deadline, if approved by the Dean.

B. Criteria for Approval- Through the University's structure of distributive leadership, the Deans have the flexibility to offer summer classes with paid enrollments of 12 or more in undergraduate division and enrollments of 10 or more in graduate division will be approved. The Dean's authority in this regard is exercised in consultation with the appropriate department chairperson.

Marginal courses (those that fail to meet the above criteria) may be approved by the Dean taking into consideration the factors listed in "course offering" section.


C. Splitting a course will be considered by the Dean only when enrollment exceeds the minimum enrollment by 150% (i.e. 31 paid students in an undergraduate course and 26 paid students in a graduate course) or when the number of laboratory stations available is exceeded.

D. Fiscal Accountability - Accompanying the distributed authority given to Deans is fiscal accountability. This accountability is shared with the academic departments. Enrollment goals will be established each year for the Deans. The goals are relevant only to the area of teaching and do not consider administrative or service activities. Consistent with the decentralized model, Deans (following consultation with the Chair) will determine how the relationship of income to expenditures (profit or loss) will be handled within each college.

- III. Assignment of Faculty - Departments will present a summer teaching assignment policy using the following guidelines to the appropriate Dean and to APSCUF. This policy should include:
- A. A rationale for distribution of summer teaching assignments, with parity of assignment and qualifications given equal priority, with the objective of providing relatively equal amounts of summer teaching assignments to all interested faculty if possible.
 - B. APSCUF will report to the Deans in a timely fashion any written faculty complaints about summer teaching assignments.
 - C. Qualifications (including credentials and experience) to teach specific courses or to perform specific tasks.
 - D. Managers on twelve-month contracts will not teach courses unless this is recommended by departments and approved by APSCUF.

This agreement will be reviewed by both parties every five years from the date of signing and will be renewed automatically unless any of the agreeing parties show cause for change.

APPROVED



Madeleine Wing Adler,
President
West Chester University

Date



Clifford Johnston,
APSCUF President
West Chester University

5/4/2006

Date