

POLICY & PROCEDURES MEMORANDUM

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| TITLE: | STAFFING FOR SUMMER SESSION |
| EFFECTIVE DATE: | November 6, 2007* <i>(*Title Updates 4/22/14; 6/7/12)</i> |
| CANCELLATION: | AA-2123.1D (4/17/07) |
| CATEGORY: | Academic (AA) |

POLICY STATEMENT

Delgado Community College offers courses and programs during summer session; however, not all programs or classes offered during the academic year are offered in the summer session. Therefore, faculty members are selected to teach in the summer session based on the offerings listed in the summer session Schedule of Classes. Summer employment is not guaranteed for nine-month faculty members. Full-time faculty members are compensated for summer teaching assignments in accordance with the current summer salary scale appropriate for academic rank or program offered. The procedures associated with staffing for summer session are further outlined in detail in this memorandum.

PROCEDURES & SPECIFIC INFORMATION

1. **Purpose**

To publish the policy and procedures for appointing faculty members to teach summer classes.

2. **Scope and Applicability**

This policy and procedures memorandum applies to the faculty members who teach credit courses on a nine-month, full-time basis at Delgado Community College.

3. **Selection of Faculty for Summer Employment**

A. **Selection Priority**

Selection of summer faculty members will be made in the following priority order:

- (1) Full-time Faculty
- (2) Adjunct Faculty

B. **Rotation for Summer Employment**

If necessary, a rotation schedule for full-time faculty will be maintained in each academic division. Summer teaching employment will be offered to full-time faculty members in each division on a rotational basis to ensure an orderly and equitable assignment of available summer teaching positions.

4. **Summer Teaching Workload Requirements**

The workload requirements for faculty members teaching in the summer are set forth in the College's [Workload Requirements for Full-Time Faculty](#) policy.

5. **Summer Faculty Compensation Schedule**

- A. Nine-month faculty members teaching full-time workloads during the summer will be compensated according to the College's [Current Summer Session Pay Scale](#).
- B. Nine-month faculty members teaching less than the full-time workload are compensated on a percentage basis according to the summer session pay percentages outlined in the College's [Workload Requirements for Full-Time Faculty](#) policy.
- C. Nine-month faculty members teaching full-time in a program funded by grants and/or external funding receive the identical compensation as full-time faculty members at the College according to his or her academic rank.

6. **Procedures for Processing Summer Service Employment Forms**

- A. The Division Deans ensure the provisions of this memorandum are met in selecting faculty members for summer employment.
- B. By March 1 of each year, the Vice Chancellor for Academic Affairs communicates the deadline for submitting summer service employment forms.

- C. Using the [Nine-Month Full-Time Summer Service Employment Form](#), Form 2123/001 (Attachment A), the Division/Department contracts with currently employed faculty to meet course demand for the summer session. If necessary, adjunct faculty will be hired for the summer session to meet the need.
- D. The Division Dean forwards the form to the Vice Chancellor for Academic Affairs' designee for review.
- E. After review and acceptance, the completed form is submitted to the Assistant Vice Chancellor for Human Resources for internal approval and processing, and LCTCS Board of Supervisors' approval, as applicable. The form must be submitted to the Office of Human Resources by the deadline established for that academic year.
- F. The Human Resources Office submits copies of Nine-Month Full-Time Faculty Summer Service Employment Forms to the Payroll Office for processing. The original forms are filed in the Office of Human Resources.
- G. Division Deans send a summary of the division's Summer Service Employment Forms to the Vice Chancellor for Academic Affairs.
- H. If a faculty member declines a contract, the Division Dean must present a voided form with a replacement form to the Office of Human Resources. If contracting faculty course load requirements are not met the contract is voided and a revised form will be resubmitted.

7. **Cancellation**

This policy and procedures memorandum cancels AA-2123.1D, *Staffing for Summer Session*, dated April 17, 2007.

Attachment:

Attachment A- [Nine-Month Full-Time Summer Service Employment Form](#)
(Form 2123/001)

Review Process:

Business and Administrative Affairs Council Subcommittee 9/19/07
Academic Affairs Council 9/20/07
College Council 11/6/07

Distribution:

Electronic Distribution Via the College's Intranet