

Sociology Department Guidelines for Summer Teaching Appointments

Approved by the faculty on April 15, 2011.

Tenure-line, fixed-term, graduate students, adjunct and visiting faculty may apply to teach Sociology courses during summer session. Requests for teaching assignments should be submitted to the chair of the department Curriculum Committee by December 1 each year. The Sociology Department Curriculum Committee will review proposals and make recommendations to the Department Chair. The Department Chair will make final decisions about summer course offerings.

In making its recommendations, the Curriculum Committee will take a number of factors into account, including enrollment, scheduling, program needs and instructor qualifications. The Curriculum Committee will use the following criteria in its review.

- The summer schedule should include a mix of required and electives courses in sociology in order to best meet the needs of students and to maximize enrollment.
- Regarding elective courses, regularly numbered elective courses are preferred and will be given priority over courses with omnibus numbers (399, 410/510) with the following exceptions:
 - Tenure-line faculty may wish to use the summer term to develop new courses that have not yet gone through the formal review process. Faculty should not use 399 or 410/510 course numbers to teach the same topics course several summers in a row. Courses that are offered repeatedly should be proposed as new courses and given a regular course number.
 - Visiting faculty who propose to offer a course in an area that is not covered by tenure-line faculty, especially when this enhances course offerings for students.
- Potential enrollment. The committee will consider the potential enrollment of proposed courses, including their mode of delivery and proposed time schedule.
- The committee will prioritize proposals from tenure-line faculty. When multiple sections of the same course are proposed, priority will be given to requests from tenure-line faculty, although multiple sections may be offered if there is demonstrated demand, and if different modes of delivery (face-to-face, hybrid, online) are likely to serve different audiences.
- The number of elective courses will also be limited to avoid under-enrollment. Whenever possible, courses should be scheduled at a range of times and sessions, and with a mix of delivery modes in order to provide students with more options and maximize enrollment.
- Instructors may request to teach up to three courses. Instructors should disclose whether they are applying to teach courses in other PSU departments during the same summer session.
- The department receives more requests for summer teaching than can be scheduled. Instructors may be offered fewer courses than they requested. In general, requests will be prioritized in the following order: Tenure-track faculty, senior instructors, other fixed-term faculty, PhD students, adjunct faculty who teach in the program during the academic year, and visiting faculty.

Proposals for summer teaching should include the following:

Proposed course(s): Include number, title, brief course description and topic outline.

Proposed mode of delivery: Face-to-face, online, or hybrid

Proposed schedule: Instructors can provide first and second choice schedules. Include times and sessions (4 week session 1, 4 week session 2, or 8 week session)

Enrollment: If the course has been taught previously during the summer, what was the enrollment? If the course has not been taught previously, what is the potential enrollment? Please explain.

Adjunct and visiting faculty should attach a CV to their proposal.