

## SUMMER ROTATION PROCEDURES

1. New faculty members will be employed under the same provisions of summer employment as applied to present members of the faculty.
2. The selection of faculty members for summer session assignments shall be based on a plan of rotation in which the order shall be initially determined by the date of employment. In case two or more instructors in the same department have the same date of employment, alphabetical order shall be the basis of rotation. The initial order having been determined, rotation will continue in this order. Each department will maintain an accurate rotation list and make it available to the instructors. Faculty members returning from leaves of absence shall be placed at the bottom of the rotation list, but ahead of all new faculty members joining the faculty at the same time the person on leave is returning.
3. A rotational term shall be a full load for one summer session in either day or evening or the equivalent in a combination thereof. If a full load is not available, the person teaching part-time does not lose his position in the order of rotation.
4. An instructor will not be allowed to teach more than four courses in twelve weeks nor more than two at one time. Exception to this policy must be approved by the Vice President, Instruction.
5. Any new instructor will be listed at the bottom of the rotational list at the time he begins work. In case two or more instructors start work at the same time, their names will be placed at the bottom of the list in the order in which they were employed.
6. In the spring semester of each year teaching positions for one rotational term will be offered to the instructors at the top of the rotational list in the order in which their names appear. Wherein it is practical, these eligible instructors will be offered their choices (in the order in which their names appear on the list) of the terms in which they shall teach. If a faculty member who is eligible to teach in a summer session notifies the appropriate Divisional Director that he does not wish to teach in the summer, his name is placed at the bottom of the list at that time and the person highest on the list who had not been offered a position becomes eligible for a teaching position. In case two or more eligible persons notify their Divisional Director that they do not wish to teach, their names are placed at the bottom of the list in the order in which their names appear on February 1. If the list of teachers is exhausted and teaching positions are still available, the positions will be offered in order to those instructors who were at the top of the list on February 1 on the same basis as indicated above. At the end of the summer session those instructors who taught one rotational term will be placed at the bottom of the rotational list in the order in which their names appear on February 1 and then those teachers who taught two rotational terms in the summer session will be placed at the bottom of the list (below those who taught one rotational term) in the order in which their names appeared on February 1.
7. All assignments of instructors to positions in the summer school, necessarily, are tentative assignments and cannot be considered definite. If the classes do not materialize, the instructors will still be kept in the rotation system and will teach classes when their turn comes.

The above process is subject to change by the administration.