

## **College of Criminology and Criminal Justice's summer supplemental appointment criteria**

The University criteria for supplemental summer appointments are covered in Article 8.5(b) of the Collective Bargaining Agreement and require each unit to post written criteria and a rotation policy for offering supplemental summer appointments in a fair and equitable manner. The College seeks to support all requests for summer appointments, but if summer funding is insufficient, appointments will be made according to the College's criteria and to the Collective Bargaining Agreement.

The factors that the assigning authority shall consider may include but shall not be limited to the following: the budgeted resources available to the College; the academic needs of students and/or the students' demands for programs; the programmatic needs of the College; and the qualifications of the faculty members available to teach the courses deemed necessary to be offered during the summer.

A rotation list will be used that prioritizes faculty members, including non-tenure track, who were passed over for teaching in previous summers (i.e., requested a teaching slot but were turned down) and who best fit the teaching needs of the College. The rotation list will not override consideration of other factors, including those listed in the Collective Bargaining Agreement.

### **University requirement that there be a written policy on summer teaching appointments (<http://facultyhandbook.fsu.edu/section5.html>; accessed 09/17/2010)**

In addition to the academic year assignment given to nine-month contract faculty members, a supplemental summer assignment may be given. The supervisor who has the responsibility for making annual assignments of responsibilities for faculty also has the responsibility for making supplemental summer assignments. Supplemental appointments will be offered in accordance with departmental/unit written criteria and rotation policy in a fair and equitable manner.

Available supplemental appointments shall be offered equitably and as appropriate to qualified employees, not later than five weeks prior to the beginning of the appointment, if practicable, in accordance with written criteria. The University criteria and the department/unit criteria and rotation policy shall be posted in each department/unit.

The following University criteria should be considered in selecting faculty to be offered supplemental summer appointments:

\* Available supplemental offerings funded from the University's supplemental summer allocation to colleges are intended specifically to reflect and fulfill the academic needs of students. Supplemental funds are provided primarily to support the teaching programs of the departments and are not generally available for other activities.

\* In making such appointments, the assigning authority should consider, but not be limited to, the following factors: the academic needs of students and/or the students' demands for programs; the budgeted resources available to the department; the programmatic needs of the

department; and the qualifications of the faculty members available to teach the courses deemed necessary to be offered during the summer.

\* Supplemental summer assignments shall be offered to qualified faculty members before anyone who is not a faculty member.

\* As soon as practical, the assigning authority will notify each faculty member regarding the department's plans for the supplemental summer program. Each faculty member will be requested to indicate in writing if he or she is interested in receiving a supplemental appointment and, if appropriate, state course assignment preferences for the supplemental appointment. The faculty members' responses will be considered by the assigning authority when making the assignments.

\* A faculty member who obtains his or her own summer employment (e.g., a research grant or other award) shall not be omitted from the consideration for subsequent supplemental appointments because of such employment.

\* No final commitment for an appointment to be funded from the University's supplemental summer allocation shall be made until the department's final allocation is confirmed, typically in April.