

# OREGON INSTITUTE OF TECHNOLOGY

## Summer Session Operation OIT-20-012

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The OIT summer session is a financially self-supporting operation. The Summer Session Director maintains responsibility and authority for coordinating, planning, organizing, scheduling, contracting, advertising, budgeting, and evaluation activities related to summer session. The Director will serve as a Department Chair with respect to complaints or grievances. Faculty and student grievances will be addressed through existing OIT policies.

### Teaching Assignments and Contracts

The contract agreement between the OIT summer session and summer session faculty is a separate document and arrangement than the standard nine-month OIT faculty contract. The Summer Session Director issues teaching assignment contracts based upon summer session operational criteria of offering the best possible program of courses with the best available instruction while functioning within a self-supporting financial framework. Faculty teaching assignments and course offerings will be determined jointly by the Department Chairs and the Summer Session Director.

Each class under summer session contract constitutes a separate faculty commitment. In the event a course must be canceled due to insufficient enrollment, the teaching faculty member will uphold the remainder of the contract, should the initial contract include more than one course. A faculty member may request a release from all or part of the remaining contract if a suitable and willing replacement instructor can be employed.

Courses with enrollments under ten (10) students are subject to one of the following options:

- a. course offered at full pay for instructor,
- b. course offered at reduced pay for instructor due to low enrollment and self-support nature of summer session,
- c. course canceled.

### Evaluation of Instruction

Evaluation of summer session faculty is necessary for the staffing of a viable summer session program. The Summer Session Director maintains responsibility and authority for conducting evaluation of summer session instruction and will construct an appropriate evaluation instrument. A copy of evaluation results will be returned to the instructor after

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the close of summer session. No numerical student evaluations are to be required for summer session instructors who are also full-time OIT instructors.

The Summer Session Director may obtain pertinent personnel information relating to full-time OIT instructors from the office of the Provost.

Recommended by:

Faculty Senate – 4/4/91  
President's Council – 6/12/91

Approved:   
Lawrence J. Wolf, President

Date: June 14, 1991