

Your campus Dean and his/her staff will soon begin the process of scheduling Summer 2018 classes. As part of that process, you will be asked which summer courses you would be interested in teaching, both face-to-face and online. AAUP-KSU would like to clarify two important points which have caused confusion in previous summers, resulting in Faculty missing out on teaching opportunities for which they would have otherwise been considered. **Please read the following information carefully before you respond to the request for your Summer 2018 teaching preferences, and contact AAUP-KSU if you have any questions.**

### **1) Requests for Specific Courses**

In previous summers, when Faculty have been asked which courses they would be interested in teaching during the summer, they have based their response on their knowledge of which courses are normally offered during the summer, or on the courses that their unit administrator predicted would be offered. However, new courses are sometimes added to the summer schedule after Faculty have submitted their preferences, and in such circumstances your unit administrator is not required to offer the new course to you if you did not explicitly express your interest in teaching it, regardless of whether you have taught it previously, and regardless of whether you are the only TT Faculty member who is qualified to teach it. Since you did not officially request the course, you do not have to be offered it. As a result, **AAUP-KSU recommends that, when asked which courses you are interested in teaching during the summer, you list every course you would be willing to teach, regardless of whether or not your campus is currently planning on offering it.** In addition, if you are not certain how many credit hours you would be willing to teach in the summer, you should request the maximum number of credit hours that you would possibly like to teach. If, for example, you request nine credit hours of summer teaching but later decide you would only like six, you will be able to turn down courses after an offer is made. However, there is no guarantee that you will be able to pick up additional courses if you later decide you would like more than you originally requested.

### **2) Notification of Deans of Campuses other than Your Home Campus**

The 2015 *Collective Bargaining Agreement* states that a Regional Campus Faculty member seeking “assignment to courses at more than a single campus has an obligation to inform the offices of the campus Deans of the respective campuses of the courses to which he/she has been assigned or is seeking assignment at other campus(es)” (Article IX, Section 4.B.6.b.ii).

There has been some confusion concerning the implications of this language. In the straightforward case of a face-to-face course which is being offered on a specific campus other than a Faculty member’s home campus, this requirement means that the Faculty member should inform the Dean of the campus on which the course is being offered of his/her interest in teaching the course on that campus. However, the scheduling of

online Regional Campus summer courses is now being done in a centralized fashion, and thus it is not always clear which campus will be offering a given online summer course.

As a result, AAUP-KSU recommends that **all Regional Campus Faculty who are interested in online summer teaching inform the office of every Regional Campus Dean that they are interested in teaching online courses at the campus(es) for which that Dean is responsible.** This should be done *in addition to* informing the relevant Dean(s) of your interest in teaching specific face-to-face courses at campuses other than your home campus. Note that TT Faculty members for whom a given campus is the home campus still have priority for both online and face-to-face courses being offered by that campus. Sending this letter to Deans outside your home campus ensures that you will be considered for courses if they cannot be filled by TT Faculty members on that campus (i.e. you will be considered before all FTNTT faculty members and part-time instructors).

Following is some suggested language to use in e-mails to Regional Campus Deans regarding summer teaching preferences:

Dear Dean \_\_\_\_\_,

In accordance with Article IX, Section 4.B.6.b.ii of the 2015 *CBA*, I would like to inform you of my interest in being assigned to teach the following online courses at \_\_\_\_\_ Campus in Summer 2018:

[List all courses you would be willing to teach in Summer 2018 here, regardless of whether they currently appear on the Summer 2018 schedule. For each course, list any relevant specifications, e.g., if you would only be willing to teach the course during a specific Summer session.]

[INCLUDE THE FOLLOWING IF APPLICABLE]: In addition, I am interested in teaching the following face-to-face courses at \_\_\_\_\_ Campus in Summer 2018:

[If you would be willing to teach face-to-face courses at that particular campus, list them here. Be sure to specify which Summer sessions (I, II, and/or III) you would be willing to teach the courses in, if you have a preference.]

I am interested in teaching \_\_\_\_\_ total credit hours in Summer 2018.

Sincerely,

Below are the names and e-mail addresses of all of the Regional Campus Deans for your convenience:

**Ashtabula Campus:** Susan Stocker ([sjstocke@kent.edu](mailto:sjstocke@kent.edu))  
**East Liverpool & Salem Campuses:** David Dees ([ddees@kent.edu](mailto:ddees@kent.edu))  
**Geauga Campus:** Susan Stocker (interim) ([sjstocke@kent.edu](mailto:sjstocke@kent.edu))  
**Stark Campus:** Denise Seachrist ([dseachri@kent.edu](mailto:dseachri@kent.edu))  
**Trumbull Campus:** Lance Grahn ([lgrahn@kent.edu](mailto:lgrahn@kent.edu))  
**Tuscarawas Campus:** Bradley Bielski ([bbielski@kent.edu](mailto:bbielski@kent.edu))

Please contact AAUP-KSU at (330) 673-9118 or [office@aaupksu.org](mailto:office@aaupksu.org) if you have any questions, or if you encounter difficulties with your Summer 2018 teaching assignment.