

**Division of Humanities
Staffing Summer Courses
Best Practices**

Policies for summer courses are set by the Office of Graduate and Continuing Education. However, they tend to leave decisions about staffing up to the department. The best practices below offer guidance for determinations of how summer teaching should be distributed.

Department-level decisions about summer teaching are the purview of department chairs. Chairs are encouraged to consult with their departments and to use consistent policies, but the chair has final say.

If more faculty would like to teach than space allows, chairs will consider the following factors, listed in ranked order:

- Any faculty member who has summer teaching as part of their regular load (i.e., not for extra pay) has the first right to teach summer courses.
- Any faculty member who wants to teach should be assigned a summer course before anyone is granted a second.
- Faculty going on sabbatical for reduced pay have priority.
- Pre-tenure faculty have priority.
- Tenure-line faculty have priority.
- Continuing faculty (those who will be employees of PLU in the subsequent year) have priority.
- Faculty who have not recently taught in summer have priority.

Faculty who teach online are encouraged to schedule their courses carefully if they might decrease enrollment for colleague's courses that are taught in person.