

## H. Council Trenholm State Community College

POLICY NAME:	Institutional Summer Employment
EFFECTIVE:	January 2018
REVISED:	
APPROVED BY POLICY COMMITTEE:	Yes 1/10/2018
APPROVED BY PRESIDENT'S CABINET:	Yes 1-31-2018

### INSTITUTIONAL SUMMER EMPLOYMENT POLICY

Pursuant to Alabama Community College System Board of Trustees Policy 603.02, a full-time Schedule D who is employed by virtue of an academic year letter-of-appointment (fall and spring semesters) shall have first option (over part-time or temporary employees) for employment in the summer term provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service schedule; (4) the employee meets the criteria of the Institutional Summer Employment Policy; and (5) instructors may be given priority for summer teaching only in courses taught by the employee in the most recent fall and/or spring semesters.

According to Alabama Community College System Board of Trustees Policy 608.02 Procedures, the normal work week of a full-time instructor, librarians, or counselor shall be a minimum of 35 clock hours, exclusive of lunch and other regularly scheduled breaks.

The full-time teaching load for an academic instructor for summer semester is twelve (12) to thirteen (13) credit hours per semester or the equivalent, as determined by the President. The full-time teaching load for career/technical instructors is (24) twenty four to (30) thirty contact hours per semester or the equivalent, as determined by the President.

The minimum class size for the summer term will be determined based on the overall summer enrollment. Exceptions to the minimum class size must be approved on a case-by-case basis by the President. The President may opt not to offer courses in the program in which the average class size falls below the minimum during the summer term, and may make such other arrangements as deemed appropriate.

Requests for overloads will be approved by the President if deemed appropriate