

Academic Operating Procedure 13



Summer Teaching

Effective: September 23, 2025

AOP Statement

Texas A&M University-Kingsville (TAMUK) offers summer teaching opportunities aligned with strategic instructional needs and available resources.

This Academic Operating Procedure (AOP) outlines expectations for summer teaching assignments, maximum teaching loads, responsibilities of faculty, and compensation models during summer sessions.

Procedures and Responsibilities

1. ELIGIBILITY AND ASSIGNMENT

- 1.1. The university offers no guarantee of a summer teaching appointment to any faculty member except as specifically contracted.
- 1.2. Teaching summer courses is an additional opportunity, not a right. All summer instructional contracts are contingent upon strategic need, sufficient class enrollments, and availability of funding.
- 1.3. In determining who will teach during a summer term, the department chair, working with program coordinators/directors, will prioritize assigning teaching to faculty who are motivated, organized, accountable, and committed.
 - 1.3.1. These faculty members should have the first right of refusal on summer teaching. Priority for summer faculty assignments, therefore, must be based on performance and contributions to the department and college rather than upon rank or tenure.

2. STRATEGIC NEED FOR SUMMER COURSES

- 2.1. Because students rely on summer courses for their degree progression or to satisfy other curricular needs, it is necessary for the university to offer a variety of courses in the summer to serve these students.
- 2.2. Determination of summer teaching schedules and loads is based first on programmatic and student needs and second on budgetary constraints.
- 2.3. When considering summer course offerings, the unit should consider the following:

- (a) Whether the lack of a course offering would put students at a disadvantage for various reasons.
- (b) The offerings should be consistent with the overall strategic and operational goals of the college and department.
- (c) The summer enrollments should not create enrollment challenges for the same courses during the normal academic year.

2.4. General points to consider:

2.4.1. Assess Demand: Before opening a class, carefully assess the demand for it among students.

- (a) Consider factors such as past enrollment, student feedback, and the relevance of the course to the curriculum.
- (b) If multiple sections of a course have already been built but should be combined due to limited enrollment in each, do so in a timely manner.

2.4.2. Program Prioritization: Prioritize classes within programs that traditionally have higher enrollment and are less likely to have difficulty meeting the enrollment requirement in the fall term.

2.4.3. Degree Progression: Analyze where students are in their degree programs and offer classes that facilitate timely progression toward graduation.

- (a) Consider the state's 30-60-90 semester credit hour mile-markers and help students reach them.
- (b) Consider prerequisites and core requirements to ensure students have access to the courses they need when they need them.

2.4.4. Consider International Student Regulations: Balance the desire for online classes with the needs of international students. The Department of Homeland Security restricts the number of online classes available to international students (given TAMUK policy, at least one course must be face-to-face), which can impact their ability to enroll in summer courses.

3. MAXIMUM LOAD POLICY

3.1. To ensure time to fulfill the responsibilities associated with teaching, including being available to students outside the assigned class time, teaching should not exceed six teaching load credit hours or two courses during any summer term, excluding independent studies or voluntarily taught courses.

3.1.1. A maximum of 12 teaching load credit hours overall for summer are possible.

3.1.2. Any teaching appointments above 12 teaching load credit hours will require the permission of the dean and provost.

4. CLASS SIZE/PRORATION

- 4.1. A faculty member whose summer course does not meet the minimum enrollment requirement may be allowed to teach the course on a pro-rated basis with the approval of the college dean. Generally, courses must have 7 enrolled for undergraduate or 3 for graduate to be approved for proration.

5. FACULTY RESPONSIBILITIES

- 5.1. The responsibilities of faculty members employed for a summer session begin on the first day of classes.
- 5.2. Faculty members must be present for face-to-face teaching assignments, remain accessible to students until the final grades are submitted and be responsive during the period of their summer appointment.
- 5.3. Faculty members must hold regular office hours, provide syllabi, and perform other teaching-related duties in summer just as in the academic year (fall and spring).

6. FACULTY PAY PLAN

- 6.1. Faculty may choose which compensation model they prefer for lecture courses:

(a) Plan A - Flat amount per teaching load credit hour, step by rank

- Professor (of all titles): \$1,650
- Associate Professor (of all titles): \$1,550
- Assistant Professor (of all titles): \$1,400
- Lecturer with Clinical Certification of Competency: \$1,333
- Lecturer: \$1,250

(b) Plan B - Base salary times 1/15 for a three-credit course, with a cap of \$6,000 per course

- 6.2. Adjuncts are contracted by colleges at their current contracted rate.

- 6.3. Labs will be compensated at \$500 for the equivalent of 1 teaching load credit.

6.3.1. Example: BIOL 1106 General Biology Laboratory I 1 SCH (0-3)

This course includes three (3) contact hours in lab, which equates to two (2) teaching load credits (TLCs). Based on this calculation ($3 \text{ contact hours} \times 0.67 \text{ for lab} = 2 \text{ TLCs}$), the faculty member will receive \$1,000 for teaching this course.

- 6.4. Practicum courses will be compensated at \$1,000 for the equivalent of 1 teaching load credit for the first three students.

Example: RAMT 5350 Practicum in Ranch Management 3 SCH (3-0) This practicum includes three (3) contact hours, which equates to three (3) teaching load credits (TLCs). Based on this calculation ($1 \text{ contact hour} \times 1 = 1 \text{ TLC}$), the faculty member will receive \$3,000 for teaching this practicum.

- 6.4.1. For each additional three students in a practicum, an additional \$1,000 will be paid up to a cap of \$4,950 for the course.
- 6.5. Compensation for independent study, special problems, thesis, and dissertation will not be made.
 - 6.5.1. For dissertations, an exception will be \$2,000 if five or more students are enrolled (\$2,000 per each five-student group).
 - 6.5.2. For theses, an exception will be \$500 if two graduate students are enrolled (with \$250 for each student above the two minimum enrolled up to a maximum of \$1,000 per faculty member).