**Guidelines for Assignment of Summer Classes**

**Department of Spanish at UNT**

Summer teaching is neither a guaranteed nor a normal part of a teaching load for professors, lecturers or adjunct faculty. All faculty must have worked in the department for at least one academic year before being eligible to teach summer classes. Summer classes will be assigned based on the following guidelines:

1. Faculty will send requests to the chair for summer classes in the spring semester
2. The chair will assign summer classes based on instructors’ qualifications, experience and teaching evaluations with consultation from the Director of Undergraduate Studies and all coordinators as needed
3. Faculty with previous experience and expertise in teaching first and/or second year language classes will be given preference in being assigned these classes
4. Faculty who wish to teach online classes must have taken the required training and have previous experience teaching online courses
5. Preferences for teaching particular specialized courses beyond language classes will be honored subject to departmental needs
6. All qualified and interested instructors of summer classes will be assigned one class before a second class is assigned to anyone. Classes will be assigned first to those who did not teach the previous summer. Only in exceptional cases will faculty members be assigned more than two courses in the summer.
7. If there are more requests than courses available then priority will be given to instructors with previous experience, expertise and higher SPOT scores
8. All instructors of summer classes will be evaluated by students via SPOT
9. All instructors of summer classes must be aware that assigned classes are not guaranteed until classes are underway since last-minute cancellations may occur
10. The department chair will maintain a list of summer instructors and rotate them accordingly
11. Although the above guidelines must be followed as closely as possible, the department chair shall have final discretion in the assignment of summer classes

(March 2019)