

Youngstown State University
Office of the Provost

Policy on Non-Instructional Summer Appointments

Faculty contracts are nine-month appointments, and there is never a guarantee of summer employment unless specific provision is made in the original letter of appointment or in a codicil to the annual contract.

Some non-instructional duties may be required during the summer terms. The administration is committed to working with faculty in order to ensure that all administrative needs of the university are met during the summer months. Appointment to such administrative duties is necessarily under the control of the departmental, college, or university administration. Appointment and compensation for such non-instructional summer assignments require mutual consent of the administration and the faculty member.

Administrators should determine summer needs as early as possible in the academic year. Normally, the chair, dean, or provost will seek to confirm appointment or re-appointment of a faculty member to an administrative position for the following summer before summer teaching preferences are recorded.

Unless the administrative appointment is deemed to be a full-time appointment, the faculty member should retain rights of eligibility for summer teaching within the home department. Since six hours in a single term or nine hours over the entire summer is the maximum teaching allowed in the Agreement, faculty members who hold such instructional appointments are normally not eligible for administrative appointment in the same term.

Compensation for non-instructional summer appointments will usually take the form of a mutually acceptable supplementary contract. The compensation shall be negotiated between the appointing administrator (chair, dean, or provost) and the faculty member. It is understood that the appointing administrator is responsible for determination of adequate funding in order to effect the summer appointment.

In no case will a faculty member be required to work during the summer for no compensation. Work that is normally done by a faculty member during the academic year will not be assigned to members of other bargaining units or to students during the summer months.

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