

OFFICE OF THE PRESIDENT
Policy and Procedure Manual

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Policy Author	Dr. Hussam Ramadan
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History	The policy has been drafted on 29.04.2009 (V.01D) and recommended by the Provost/VP Academic Affairs to the President. The President have reviewed the policy and approved on 04.05.2009 with the version (V1.0). The policy has implemented to the all faculty, Directors and department staff for information and awareness. It's been revised 24 May 2018 with the version (V2.0).

DCO Form V1.1

Policy on Faculty Summer Load

POLICY

This policy and its procedure are to ensure that faculty and students are aware of and understand the importance of summer term at YU. It also outlines procedures for ensuring compliance with University regulations. This policy articulates the expectation for faculty workloads during summer term

Introduction

In order to clarify the expectation for full-time faculty with regard to the summer work responsibilities, the following has been adopted.

With regard to contractual obligations for faculty to teach in the summer term, all full-time faculty are expected to teach in the summer term up to the maximum teaching load (max contact hours/week) in the normal semester based on their academic rank.

For example, if a faculty member (e.g. assistant professor) is contracted to teach 16 hours per week, s/he should be assigned up to 16 contact hours per week for the summer term. If s/he teaches 19 hours then s/he would be paid for three hour of overload...if s/he is assigned 16 hours or less then there would not be any overload paid.

Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by University President


Acting University President

24/5/2018
Date