



TEXAS CHRISTIAN UNIVERSITY
FORT WORTH, TEXAS

February 15, 1954

To All Academic Deans and Heads of Departments:

The Administrative Committee and the Deans' Council have jointly adopted the following policies with regard to Summer School employment for teaching faculty:

- (1) Insofar as possible in the light of our enrollment demands, it shall be the goal of the University to provide six weeks employment for teaching faculty during the summer.
- (2) All regular full-time faculty employees shall be given priority over any other persons in making summer faculty appointments .
- (3) In order to assure the greatest possible spread of employment for faculty, it shall be the fixed policy that no teaching faculty shall be employed for more than one summer term of six weeks.
- (4) In the event of an exceptional situation where there is only one teacher available in a department, and where there is a demand for the offerings of that department for both summer terms, thus requiring the services of one person for both terms, the salary shall be paid for only one term. The faculty individual involved may have the option either of crediting the additional teaching toward his or her long-term teaching load, thus reducing that load proportionately, or of crediting it toward the next summers' teaching load. Example: A teacher teaching six semester hours for each of two summer terms one summer, would be paid for one terms' work at that time. The teacher could then either take off the full summer the next summer and receive pay for one summer term at that time, or could reduce his long-term teaching load by six semester hours in one semester or three semester hours for each of two semesters.

The regulation defined above is designed only for the exceptional and unavoidable situation. Any such exception should be kept at the lowest possible minimum.

Most cordially yours,

D. Ray Lindley
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Vice-President