



MIDWESTERN STATE UNIVERSITY

Operating Policies & Procedures Manual

University Operating Policy/Procedure (“OP”)

OP 06.18: Summer School, Part-of-Term, Special Term, and Overload Teaching

Approval Authority:	President
Policy Type:	University Operating Policy and Procedure
Policy Owner:	Provost and Vice President for Academic Affairs
Responsible Office:	Provost and Vice President for Academic Affairs
Next Scheduled Review:	09/01/2023 03/01/2027

I. Policy Statement

This OP provides the terms of employment and contract issuance for faculty teaching during summer terms and overloads at Midwestern State University (“MSU” or “University”), a component institution of the Texas Tech University (“TTU”) System.

II. Application of OP

This OP applies to University faculty members who are employed in full-time faculty positions as defined in MSU OP 06.01: Faculty.

III. Definitions

For purposes of this OP:

- A. 11-month contract** is a contract that includes both summer terms as part of the annual faculty appointment contract.
- B. Overload** is any teaching load beyond the standard academic workload as defined in OP 06.17 Faculty Workload (Teaching Load Policy)
- C. Part-of-term** courses are taught in eight-week sessions within the long fall or spring semesters. Part-of-term courses may either be included as part of the faculty load or be taught as an overload.
- D. Special term** courses include Winter-mini and May-mini courses taught in an accelerated format between the fall and spring semesters (Winter-mini) and at the end of the spring semester (May-mini).
- E. Summer term** courses are taught in the 5-week terms in summer outside of the

long fall and spring semesters.

IV. Policies and Procedures

- A. The University makes every effort to provide opportunities for **summer additional teaching outside of the standard annual contract**; however, it cannot guarantee such employment.
- B. For summer courses:
 1. Generally, a faculty member will be limited to one **summer** term, thus allowing alternation or rotation. Exceptions are possible, especially in programs where summer enrollment requires the services of all or most of the regular program faculty.
 2. ~~Six semester hours~~ **Two courses (up to 8 semester hours)** will be considered a full load in each five-week summer session.
 3. Summer teaching is expected for faculty on **11-month** contract.
- C. Part-of-term courses may either be included in the standard teaching load or be taught as an overload.
- D. Special term courses vary in how they apply toward teaching load. Winter-mini courses apply toward spring teaching load. May-mini courses apply toward summer teaching load.
- E. Summer, part-of-term, and special term courses are subject to the same enrollment expectations as courses taught in the regular term.
- F. For overloads:
 1. The maximum overload in a regular term is two courses (up to 8 semester hours).
 2. The maximum overload in a summer term is one course (up to 4 semester hours).
 3. Faculty who receive adjustments or exceptions to the standard academic workload or administrative release per MSU OP 06.17: Faculty Workload (Teaching Load Policy) should have any overload evaluated and approved first by their chair, dean or the provost prior to receiving an overload contract.

V. Related Statutes, Rules, and Policies

Related Statutes:

Texas Education Code, Section 51.943 (Renewal of Faculty Employment Contracts)

Related Rules:

[TTU System Regents' Rules \(Chapter 04 – Academic Affairs\)](#)

Related MSU OPs:

[OP 06.01: Faculty](#)

- [OP 06.05: Faculty Tenure and Promotion](#)
[OP 06.06: Dismissal of Faculty for Cause](#)
[OP 06.15: Faculty Hiring Procedures](#)
[OP 06.16: Written Terms of Employment for Faculty](#)
[OP 06.17: Faculty Workload](#)
[OP 06.19: Office Hours for Faculty](#)
[OP 06.20: Faculty Performance Review](#)
[OP 06.26: Actual Financial Exigency and/or Phasing Out University Programs and
 Consequent Dismissal of Tenured Faculty and/or Dismissal of Non-Tenured
 Faculty Without Full Period of Notice](#)
[OP 06.27: Notice of Non-Reappointment of Non-Tenured Faculty](#)

VI. Responsible Office

Contact: ~~Lana Scates, Assistant to~~ Provost and Vice President for Academic Affairs
 Phone: (940) 397 - 4226
 E-mail: ~~lana.scates@msutexas.edu~~ provostoffice@msutexas.edu

VII. Revision History

- 11/10/1989: Adopted and approved by the MSU Board of Regents as MSU Policy and Procedure 3.133: Summer School Teaching.
- 02/11/2000: Revised by the MSU Board of Regents to include changes made only in wording according to the transition from divisions to colleges (division director changed to dean or chair, division changed to college or program, coordinator to chair, etc.).
- 11/10/2006: Revised by the MSU Board of Regents to clarify that six semester hours will be considered a full load in each *five-week* summer session.
- 08/05/2021: Comprehensive revision and renumbering of the MSU Policies and Procedures Manual which is renamed Operating Policies and Procedures Manual of Midwestern State University. Former MSU Policy/Procedure 3.133: Summer School Teaching is renumbered by the MSU Board of Regents, effective September 1, 2021 (when MSU becomes a component institution of the TTU System), as MSU Operating Policy/Procedure (“OP”) 06.18: Summer School Teaching.
- / /2026: Completely revised and renamed: MSU OP 06.18: Summer, Part of Term, Special Term, and Overload Teaching. Approved by MSU President Stacia Haynie on and the TTU System Board of Regents on .

Stacia Haynie, President
 Midwestern State University

Date Signed: _____