Summer Term 2020
Session I: May 18 – June 5
Session II: June 8 – July 10
Session III: July 13 – Aug 14
Scheduling for Summer Term 2020
Summer Term Website

Important Dates for Summer Term 2020

2020 Summer Term Session Dates:

- Session I: May 18 to Jun 5
- Session II: Jun 8 to Jul 10
- Session III: Jul 13 to Aug 14

summerterm.unlv.edu
Faculty and Staff Information Section

http://summerterm.unlv.edu/facultystaffinfo.php
Policy

Teaching limits

• UNLV faculty may teach up to (7) seven credits for the entire 13-week term.

• Teaching limits for each instructional period are:
  • One credit in one week
  • Four credits in three weeks
  • Seven credit in five weeks

• These limits will be reviewed at the end of the open schedule build period and when new course requests are submitted.
Policy

Faculty Credit Load

• UNLV Faculty may teach up to (7) seven course credits, exclusive of independent study credits, for the entire 13-week Summer Term.

• Faculty requesting exception must complete the Summer Term Faculty Credit Load Exception form; get approval of the Department Chair and Director/Dean; and forward it to the Summer Term Office for review and approval.

• Credit Load Exception forms are due to the Summer Term Office by December 2, 2019.
# Summer Term 2020 Credit Load Exception Form

UNLV Faculty may teach up to (7) seven course credits, exclusive of independent study credits, for the entire 13-week Summer Term. Exceptions may be requested through Department Chairs. Exceptions will be granted only with the positive recommendation of the Chair and Dean/Director. Request for exception to the credit load apply to classroom instruction only (in person or online). Limits for which instructors can be compensated for non-classroom instructor (independent study, thesis, dissertation, etc.) can be found on the Summer Term website at sumterm.unlv.edu under Faculty/Staff Information. Faculty requesting exception must complete the form, obtain approval of the Department Chair and Director/Dean and forward to the Summer Term Office. (Email: sumterm@unlv.edu or Mail Code 1030). Due Date: December 2, 2019.

Credit overloads will be considered based on student need and demand. Exceptions of one or two credits are approved by the Director of Summer Term. Exceptions beyond two credits must be approved by the Office of the Executive Vice President and Provost.

## Instructor’s Name: ____________________________

## Department: ________________

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Catalog Number</th>
<th>Section Number</th>
<th>Credits</th>
<th>Summer Term 2018 Actual Enrollment</th>
<th>Summer Term 2020 Anticipated Enrollment</th>
<th>Full or Pro-Rated Pay</th>
<th>For Internal Use Only</th>
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Justification for request of credit load exception:

________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________

☐ Approve ☐ Deny

Department Chair

Date: ____________

☐ Approve ☐ Deny

College Dean

Date: ____________

☐ Approve ☐ Deny

Director, Summer Term

Date: ____________

☐ Approve ☐ Deny

Office of the Executive Vice President and Provost

Date: ____________
Procedure

Independent Study

• Independent Studies (thesis, dissertation, directed readings, etc.) can be scheduled across the entire thirteen week term or by individual session.

• It is recommended to add any new sections you might need, edit current sections, but not delete any sections unless you are certain they will not be offered.

• Each faculty member instructing an independent study should be assigned their own section.
  • Example: XXX 792 – Independent Study
    • Section 1001: Jane Reb
    • Section 1002: Joe Reb
    • Section 1003: Hey Reb
Procedure

Independent Study

• Please use instruction mode of IS or FS for these classes if they will not be having a scheduled meeting.

• Courses designated as an Independent Study (IS) or Field Study (FS) are categorized as non-classroom instruction and faculty may claim payment, according to guidelines, by submitting an Independent Study Request for Payment form that may be found on the Summer Term website.
Session

• SU1 = Summer Session 1;
  3 weeks from 5/18/2020 to 6/5/2020
  **Must be on the Session 1 Curriculum Approved List.

• SU2 = Summer Session 2;
  5 weeks from 6/8/2020 to 7/10/2020

• SU3 = Summer Session 3;
  5 weeks from 7/13/2020 to 8/14/2020
Session

• SRG = Summer Regular;
  13 weeks from 5/18/2020 to 8/14/2020

• SDY = Summer Modular;
  Dates must be entered *manually* for this option
  Please make sure these classes meet contact minutes.
  Email [Summerterm@unlv.edu](mailto:Summerterm@unlv.edu) to assist with the calculations.
Make sure the dates on the ‘Basic Data’ and ‘Meetings’ tabs are the same and match the ‘Session.’
Section Sequence and Dates

• “Class Section” numbers are entered sequentially. They are organized as follows:
  • By session number (i.e. all Session 1, then all Session 2, etc.)
  • By course start time (i.e. 8:00 a.m. first, then 9:40 a.m.)

• Any SDY Summer Modular courses should be organized by their start dates.
  • For example, an SDY course beginning 5/18/2020 that runs through 7/10/2020 (from Session 1 through Session 2) should appear at the end of Session 1 courses.
Section Sequence and Dates

• All SRG Summer Regular courses should be organized after Session 1 courses by their start times.

• The section numbers do not necessarily match their placement in the “Class Sections” tables on the Basic Data page. This is not a problem.
Within each session, the section at the earlier time should come before the section at the later time, and web (WB) sections are to be listed after courses with a meeting pattern.
Associated Class

These must match...

...except when there is a non-enroll lab.
Instruction Mode

The instruction mode indicates whether this course is designated as In Person (P or EN) or Web (WB or WM).

During Summer Term this mode also assists us in determining whether a letter of appointment needs to be generated for the instructor. Courses designated as In Person or Web will appear on the respective department’s Employment Document Spreadsheet.
The “Schedule Print” box is checked by default. For any *non-published* courses, please remember to uncheck this box, otherwise your course will appear in the schedule, on the web, and in class search.
If the topic you need is not listed, you may request a new topic.

Topics are limited to 30 characters, including spaces.

Please email your request to summerterm@unlv.edu
Facility ID

- Enter department owned rooms at this time using the magnifying glass for ‘Facility ID’ to ensure the room is reserved. This will avoid room conflicts during optimization, and ensure your room capacity meets enrollment capacity. If no room is required please use code ‘2123’ for ‘Department Arranged.’

- Please do not enter any General Purpose rooms you want unless you have Priority Access to that room.
If you are using another department’s room, please make sure you have permission from that department before assigning the room to your class.

Computer teaching facilities are limited during Summer – please make sure to assign those rooms to your classes now.

Special accommodations should be emailed to summerterm@unlv.edu for general purpose rooms due to faculty mobility or medical needs.
Facility ID

Basic Data

Course ID: 100457
Academic Institution: University of Nevada Las Vegas
Term: Summer
Subject Area: ACC
Catalog Nbr: 201

Class Sections

* Session: SDY, Summer Modular
* Class Section: 1001
* Component: LEC, Lecture
* Class Type: Enrollment
* Associated Class: 1
Units: 3.00
Campus: MAIN
Location: WEB, Web

Facility ID: 2122
Web BASED

UNLV
Indicated above, there are 3 people listed. There is a Primary Instructor who will be seen in the schedule, an administrative assistant who will not be seen in the schedule, and an administrator (or could be a department chair, etc.) who will not be seen in the schedule. All of these individuals are set to approve access.

Indicated above, no one is listed as an instructor for the course. The ‘Print’ box is checked and ‘Access’ is set so the course will appear in the schedule with the instructor name listed as ‘Staff.’
Consent (add/drop)

Use add consent to control enrollment.

Drop consent is problematic for students that want to drop the class due to Summer Term drop deadlines. If you intend to use drop consent please be aware of the drop dates for that particular class.
Since capacities were rolled from last summer, make sure they are correct. Rooms will be assigned based on Enrollment Capacity. Please make sure that is as accurate as possible.
Notes were rolled from last summer. Please check the notes to ensure their accuracy and enter any notes specific to each course and section if needed.

If the note is unavailable as a standard note, and will be re-used for other sections, then please notify Summer Term so we may create the note to ensure consistency each time it is used.
THANK YOU!