

Psychology Department Policy for Summer Teaching

The summer teaching schedule is organized each fall by a member of the undergraduate committee in consultation with the chair and the undergraduate and graduate coordinators *in light of program needs and past enrollment trends*. Opportunities for teaching cannot be guaranteed, but the department endeavors to spread such opportunities equitably among faculty and qualified and interested doctoral students.

Compensation

Compensation policies that apply to Psychology Faculty, Professors of Practice, Adjunct Instructors, Graduate Student Instructors, and Graduate Teaching Assistants and Graders are established by the Lehigh University Office of Summer Sessions and the College of Arts and Sciences. The College circulates a written description of the policies each year. Faculty and graduate students may obtain a copy of the policy from the department coordinator. These compensation policies do change from year to year. All faculty and graduate students participating in summer instruction are responsible for understanding and abiding by the current policies.

Faculty Teaching Opportunities

The following procedures apply:

- A call for summer teaching applications is issued each fall. An application form must be submitted to the department.
- The summer teaching schedule is reviewed by the Department Chair and Graduate and Undergraduate Coordinators before it is finalized to ensure consistency with program needs and equity in allocation of teaching opportunities.
- Faculty should bring any concerns to the attention of the faculty member developing the summer program who will consult with the Department Chair as needed.

Graduate Student Teaching Opportunities

Students are encouraged to develop their teaching skills as part of their graduate training. After acquiring a Master's degree, students are qualified to teach independently when opportunities arise. These opportunities most frequently arise in the summer sessions, providing an important component of professional preparation as well as a significant source of supplementary income.

The following procedures apply:

- A call for summer teaching applications is issued each fall. An application form, reviewed and signed by the Advisor and the Graduate Coordinator, must be submitted to the department.
- Students must have a Master's degree completed to teach independently.
- Summer teaching for graduate students is conceived primarily as a component of professional preparation. If the number of requests to teach exceeds the number of courses available, providing teaching experience to qualified students in a timely manner may take precedence over other considerations such as financial need.
- Priority goes to students who are making good progress in the program.
- The Graduate Coordinator's role in the summer teaching schedule review before it is finalized will ensure consistency with graduate training goals and equity in allocation of teaching opportunities.
- Students should bring any concerns to the attention of the Graduate Coordinator who will consult the Graduate Committee as needed.

Faculty Request for Summer Teaching

Please note that the summer schedule must be constructed in response to program needs and past enrollment trends. We may not be able to accommodate all requests.

Name: _____

I would like to teach the following course: (Please list in order of preference)

Course request #1: _____

Course request #2: _____

Course request #3: _____

Course request #4: _____

If the schedule permits, I would like to teach 2 of the courses listed above: (Please circle)

Yes No

My preference would be to teach during: (Please circle)

Session 1 Session 2 1 course Session 1 and 1 course Session 2

My preference is to teach at: (Please circle)

8-9:35 am 10-11:35 am 12-1:35 pm 2-3:35 pm 4-5:35 pm 6-8:50 pm (2 per week)

In past summers, I have taught:

Last summer

Summer before that

Summer before that

I have read the most recent “Summer Compensation Policy” memos issued by the Office of Summer Sessions and the College of Arts and Sciences, and I understand and agree to abide by all the policies contained in these memos.

Signature

Date

Graduate Student Application for Summer Teaching

Please note that the summer schedule must be constructed in response to program needs and past enrollment trends, as well as equity of opportunity. We may not be able to accommodate all student requests, even when endorsed by the advisor and graduate coordinator.

Name: _____

Date Master's Degree completed/awarded: _____

I would like to teach the following course: (Please list in order of preference)

Course request #1: _____ OR

Course request #2: _____ OR

Course request #3: _____

My preference would be to teach during: (Please circle)

Summer Session 1 Summer Session 2

My preference is to teach at: (Please circle)

8-9:35 am 10-11:35 am 12-1:35 pm 2-3:35 pm 4-5:35 pm 6-8:50 pm (2 per week)

In past summers, I have taught:

Last summer

Summer before that

Summer before that

This teaching request has my endorsement:

Signature of Advisor

Signature of Graduate Coordinator

I have read the most recent "Summer Compensation Policy" memos issued by the Office of Summer Sessions and the College of Arts and Sciences, and I understand and agree to abide by all the policies contained in these memos.

Graduate Student Signature

Date