

Summer Session Course and Faculty Selection Process

Yale Summer Session (YSS) and Yale academic departments, programs, and schools determine summer courses and faculty. They do so in partnership, each with its own role and responsibilities. The following description of this process is meant to define and delineate these roles as well as to describe the process in some detail. These are meant to be guidelines that should be followed in most cases, with room for flexible application when deemed necessary.

This process applies to:

- Humanities and Social Science Courses (HU and SO)
- Science and Math courses (SC and QR)
- Foreign Language Courses (L1-L5) taught entirely in New Haven
- Creative Writing (English) and WR courses

This process does not apply to:

- Courses that are taught partially or completely abroad, or completely online. Proposing courses for study abroad or online is a more complex matter and is handled on a case-by-case basis in consultation with the academic departments and the YSS Study Abroad team or the YSS Online team respectively.
- Art courses. These are coordinated separately by the School of Art.

Process:

1. Solicitation of summer courses and faculty begins nearly 9 months prior to the summer of instruction. An initial invitation for courses and faculty goes out to all departments in early September.
2. Academic departments responsible for Yale College courses in their subject areas should begin to gauge summer teaching interests in their departments in September. DUSs will be sent guidelines for summer teaching by the YSS office. This will help them measure successes from the previous summer and the prospective need for courses and faculty in the upcoming summer. Preliminary course and instructor lists will be prepared in consultation with YSS staff.
3. Any Yale faculty, current or emeriti, ladder or non-ladder, may apply to teach a YSS course. Non-Yale faculty may apply as well, but are advised to first consult with the appropriate department(s) before applying to teach. Notification of interest in summer teaching should be sent to the DUS in the relevant department. All faculty must also fill out the YSS Application to Teach.
4. Doctoral candidates in the Graduate School of Arts and Sciences students should speak first with their assistant dean in the Graduate School to assess their suitability and options for accepting an appointment in Summer Session before consulting with their department or YSS about the possibility of teaching.

5. The deadline for a notification of interest in teaching is due to the departmental DUS by October 1st. Prospective summer instructors should also fill out a YSS Application to Teach by October 1st. YSS and the departments will then consult with regard to the appropriate number, level, and types of courses to be offered during the summer. While there is a general need for basic introductory courses in most disciplines, faculty may make specific requests to teach a more advanced course in their specialty.
6. The proposal of a new course--one that has not been previously taught during the summer, even if it is a regular course during the academic year--requires the completion of a Course Proposal form. The new course proposal process is similar to the online process in use during the academic year. YSS will inform potential instructors of new courses in early to mid-October if they are proposing a new course and if a course proposal is necessary. Instructors should submit the online proposal through courseleaf, along with a long course description and a 5-week draft syllabus for the summer. The deadline for submission is November 1st. The department's DUS will then assign a course number and add other information, to include the distributional group. Once the new course proposal has been approved by the DUS, it will be forwarded to YSS, who will in turn submit it to the Course of Study Committee (CSC) for approval. Once approved by CSC, the course will go before the entire faculty for a vote. Only courses approved by CSC can be taught in the summer, and they can only be announced publicly after their approval.
7. Graduate students proposing to teach a new summer course should secure the sponsorship of a Yale faculty member for that course. This faculty member will serve as an advisor to the potential instructor in preparation of the course and its syllabus, as well as in the actual teaching of the course itself. Again, it is very important that any graduate student discuss teaching in YSS with the Graduate School before proposing to teach a summer course.
8. Once a preliminary list of courses and faculty has been finalized, YSS will release decisions and publish the full course list online. All summer teaching should be determined no later than December 1st. If instructors for certain repeating courses remain unknown, they will be determined at the earliest possible date. Changes in courses or faculty, resulting from instructor non-availability or other reasons, can only be made in consultation with YSS.
9. After the publication of the online summer catalog, faculty will receive confirmation from YSS of their salary, as established by the Provost, and employment conditions. Throughout the student application process, which begins in January and ends three weeks before a summer course is scheduled to begin, enrollments are monitored by the YSS Office. Any course that does not have at least eight students at the end of the student application process will be cancelled due to under-enrollment. Any course with eight students at this point will not be cancelled even if enrollment subsequently falls below eight students.

Please refer to the Summer Faculty Handbook for details on summer teaching policies.