

Yale 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 and 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
- Art classes

This process does not apply to:

- Study Abroad courses and programs. Please consult the Study Abroad team if you are interested in proposing courses for study abroad.

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. During September, academic departments responsible for Yale College courses in their subject areas should encourage faculty to submit teaching applications to offer classes that meet the needs and interests of students.
3. All interested instructors must fill out the YSS Application to Teach by the deadline.
 - a. 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 they 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.
 - b. Doctoral candidates in the Graduate School of Arts and Sciences should discuss with their DGS and Faculty Advisor whether teaching a summer course is compatible with their expected academic progress. Any offer to teach in Yale Summer Session will be contingent on written permission from the DGS and Faculty Adviser.

- c. 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 their DGS and Faculty Advisor before proposing to teach a summer course.
4. During October, YSS and DUSs will work together to review previous summer enrollment data, determine the prospective need for courses and faculty in the upcoming summer, and make final selections.
5. In terms of determining which courses to offer, YSS seeks to develop a robust curriculum of diverse course offerings. There are several factors to consider:
 - a. There is a general need for basic introductory courses in most disciplines as well as courses for Yale College students that meet distributional and major requirements. YSS also invites courses that may explore timely topics, utilize innovative pedagogies, and relate to a faculty member's specialty.
 - b. There are two, five-week sessions (Session A and Session B). Session A is smaller and enrolls primarily Yale College students while Session B is larger and is a mix of Yale College and visiting students (domestic and international college and advanced high school students).
 - c. Faculty may apply to teach in New Haven or online. Faculty who wish to teach online may be asked to consult with the YSS Online Education team to ensure best practices in online pedagogy in the compressed Summer Session format.
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 review and approval of the Course of Study Committee (CSC).
 - a. The Courseleaf Course Inventory Management (CIM) process is similar to the online process in use during the academic year. For potential instructors who have proposed a new course, YSS will provide instructions on how to submit the online proposal through Courseleaf, to include a course description and a 5-week draft syllabus for the summer. The deadline for submission is November 1st.
 - b. During the process, the department will assign a course number and add other information, including which distributional requirements the class might meet.
 - c. 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.

- d. Only courses approved by CSC can be taught in the summer, and they can only be announced publicly after their approval.
7. Once a preliminary list of courses and faculty has been finalized, YSS will release summer teaching decisions in early December. If instructors for certain repeating courses remain unknown, they will be determined as soon as possible. Changes in courses or faculty, resulting from instructor non-availability or other reasons, can only be made in consultation with YSS.
8. After summer teaching decisions have been made, YSS will begin the process of adding courses into Banner and on the website. In the meantime, faculty will receive instructions to complete a salary confirmation from which is used by the Office of the Dean of the Faculty of Arts and Sciences to determine each instructor's salary.
9. All summer teaching offers are contingent upon student enrollments. The student application process begins in January and ends three weeks before a summer course is scheduled to begin. During this time, YSS regularly monitors enrollments. Any course that does not reach and maintain eight students ten days before the start of the five-week session may be cancelled due to under-enrollment. YSS will notify instructors as appropriate at that time.

Please refer to [YSS Faculty Information](#) for details on summer teaching policies.