

Template - Summer / Winter Rotation Policy

Department	
Chair	
Email	
Date Approved / M&D	

Summer / Winter Rotations must be consistent with the CBA and the IUP/APSCUF side letter
 “Department Allocation of Summer and Winter Contracts” (Expires April 29, 2036)

Elected Summer/Winter School Committee (SSC)	Yes ☐	No ☐
Rotation Number	Check one:	
Summer and Winter rotations are combined; OR		☐
Summer and Winter rotations are separate		☐
Rotation Process Options	Check one	
A: annual method		☐
B: multi-year method (number of years) (2, 3, or 4)		☐
	Approved, M&D, Date:	☐

Charging of Non-Teaching Contracts

Charged (Type A)	A contract awarded to the department for distribution to its faculty members and assigned by the department chairperson should be charged	Chairperson, Coordinator of Graduate Program, Director of Clinics, Journal Editor Contracts, etc.
Not Charged (Type B)	A contract that was obtained by the individual and was not assigned by the department chairperson.	Sabbatical, external sponsored funds, centrally assigned contracts, etc..
Optional Charged / Special Projects (Type C)	Special projects assigned at the department level may be excluded for up to two years	

Note that the “exceptions” language in the side letter pertains to one-year, individual deviations from the approved rotation plan. It does not give M&D authority to blanket approve a process that is otherwise inconsistent with the CBA or side letters.

Provide any further details of the departmental SSC below. Please address any apparent conflicts with the side letter and reason for deviation.

Attach initial rotation list. New departments established after June 30, 2026 need to create the initial rotation list following their approved procedures. New faculty added to an existing department are added at the bottom of the list.