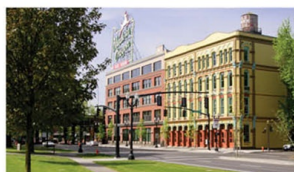


PPPM

Department of Planning, Public Policy and Management
School of Architecture and Allied Arts



UNIVERSITY
OF OREGON



Summer Session Instruction Policy

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| Approved by PPPM Faculty: | December 2, 2016 |
| Revised Version Approved PPPM Faculty: | March 3, 2017 |

Purpose

This policy provides guidelines on assignment of instructional duties during the Summer Session, to allow for necessary course coverage, access to instructional opportunities for all eligible faculty members, and transparent and consistent compensation.

1. Principles of Assignment

As summer teaching is an optional and supplementary activity for nine-month academic faculty, the Department of PPPM policy on Summer Session endeavors to maximize the opportunity for all interested faculty to engage in summer instruction, while providing for departmental curricular and budgetary oversight for these assignments.

2. Creating and Filling Summer Instructional Assignments

All summer session appointments are considered optional and voluntary, except in those cases in which a program or department has routine summer course or other instructional offerings that are required for the program's majors or are otherwise central to the unit's mission, and responsibility for which has been accounted in a faculty member's employment contract.

The process for creating and filling summer instructional opportunities is as follows:

1. The Department Head or Curriculum Committee identifies a curricular need to be filled during summer session, including specific content and/or course offerings. Details such as specific courses to be offered, timing for courses, compensation and non-instructional or other obligations accompanying the instructional assignment should be determined as much as possible at this time.
2. The Department Head or Curriculum Committee issues a call to the faculty of the unit, so those with interest and availability may provide the necessary instruction. All available assignments, and all relevant information concerning those assignments, should be provided to the extent possible at one time, and to all eligible faculty as determined by employee classification and pre-existing assignment.
3. The Department Head or Curriculum Committee will review all offers from faculty to teach the necessary courses. When there are multiple faculty members available to teach a course, the Department Head or Program Director will make assignments between them based on the following factors, in prioritized order:
 - a. First, to maximize coverage of all necessary instructional offerings.
 - b. Next, to guarantee assignments that may enhance a faculty member's tenure and/or promotion portfolio.
 - c. Then, to ensure, where possible, that faculty are provided teaching assignments in areas that align with their research agenda and/or professional practice.
 - d. Then, to limit, where possible, the number of distinct preparations of new courses for a given faculty member.
 - e. Finally, to rotate faculty members through assignments in such a manner as to offer multiple faculty the opportunity to teach during the summer session.
4. The Department Head will communicate proposed assignments for these courses to the assigned faculty members, securing agreements and issuing contracts as early as practicable in accordance with UO policies and guidelines.

3. Scope of Duties

Faculty teaching assignments during summer term are inclusive of the efforts required to prepare relevant course materials, update curriculum, teach, examine/review, grade, provide regular office hours, supervise affiliated GE, and provide mentoring/advising as it relates to classwork.

4. Contract Terms and Compensation

Because of the voluntary nature of summer instructional appointments, the Department of PPPM will use standardized compensation of \$5,500 for a 4 credit class. The standardized rate will apply regardless of the number of weeks the course runs, since all courses are expected to meet a consistent number of

engagement hours in total. This standardized compensation will be adjusted upward or downward based on the number of credits (using the rate of \$1,375 per credit hour). Compensation will be paid during the period of instruction, at the end of the month as it is during the academic year.

5. Unfilled Assignments

In some cases, no faculty may respond with interest in filling a given teaching assignment during summer session. When this transpires, the Department Head or Curriculum Committee will do the following:

1. Assess whether the need to offer the course is critical, or whether the course could be canceled and replaced or supplemented by offerings made during the academic year without significantly affecting student success. If this is possible, the course will not be offered.
2. If the summer course is required, the Department Head will be allowed to advertise the course at a higher rate of compensation to all qualified faculty. In the event that multiple faculty are interested in teaching at the higher rate, the Department Head will follow Part 2 of this policy (Creating and Filling Summer Instructional Assignments).

6. Course Cancellations

Summer courses may be cancelled at any time at the Department Head's discretion. Typically, this will be for reasons of either low enrollment or changing curricular needs. Every effort will be made to inform the faculty member teaching in summer session as early as possible when a course is to be cancelled.

In order to compensate faculty members for time invested in course preparation, if a course is cancelled within two weeks of the course's planned start date, the faculty member contracted for instruction will receive 10% of the contracted salary for that assignment.

The department may cancel a scheduled class or reassign a bargaining unit faculty member based on faculty expertise; student demand; unit, school, college, or university needs; and in accordance with approved policies. In the event that a course is cancelled, the department or unit will attempt to appoint the bargaining unit faculty member to a new assignment.