

PHYSICAL EDUCATION SUMMER SESSION POLICY

This policy is in response to Article 18 of the Collective Bargaining Agreement between the University of Oregon and United Academics, and according to the Summer Payroll Practices Guidelines developed November 2014 and modified in July 2016.

I. Underlying Premises

- A. Summer Session course offerings in Physical Education (PE) are limited and based upon a record of past student demand, probable future success, and programmatic feasibility as determined by the Associate Director for Physical Education.
- B. The PE department and Academic Extension have an agreement regarding a unique summer fee structure that supports PE's ability to participate in the summer term, without which, offering summer PE courses is not fiscally sustainable.

II. Scheduling

- A. Scheduling starts in November or December prior to the summer in question.
- B. The Associate Director assesses student demand for courses from previous summer enrollment data and considers current popular activities to determine the number and titles of courses to be offered in the coming summer.
- C. Faculty can suggest adding to summer course offerings. Course additions are discussed with the Associate Director who makes decisions based on financial, programmatic, and facility and departmental considerations.
- D. Scheduling of summer courses must follow the PE & Recreation department's Facilities Priority of Use policy regarding other summer programming (such as Youth and Family Programs). Courses are offered at a time of day that has been successful in the past and that works in the larger picture of facility use.
- E. The Associate Director for Physical Education consults with the Associate Director for Programming regarding use of facilities before committing time and facility space.
- F. The Associate Director will contact the current owner of SCUBA and Golf contracts and collaborate on courses to be offered for the summer.

III. Faculty Appointments

- A. Summer faculty are chosen via the following steps:
 - 1. Faculty who taught the previous summer(s) are given first consideration to repeat employment in the upcoming summer, then,
 - 2. If there are positions still available, faculty who teach the specific activity/title available are contacted by the Associate Director based on quality of instruction during the regular school year. 'Quality of instruction' is determined by supervisory evaluations, student evaluations, and peer evaluations when available.
 - 3. Faculty are not required to accept summer session appointments.
- B. Full-time, nine-month faculty may teach one or two credits in the summer but positions for this category of instructor are limited due to financial considerations because their salaries are

significantly higher than part-time CNTTF and our summer budget is very limited. These instructors may be asked to teach every other summer in order to stagger the financial load.

- C. One-credit activity courses meet for approximately 250 minutes per week for four weeks. This might be five 50-minute classes or three 85-minute classes per week.
- D. If a new course is being considered, the Associate Director will offer it to faculty based on section III.A.2 above.

IV. Professional Responsibilities for Summer Instructors

- A. Excellence in teaching (as defined by the Professional Expectations document in our Instructor's Operating Manual) is expected of all faculty.
- B. Instructors must hold current CPR and First Aid certifications.
- C. Professional development expectations do not apply to summer faculty.

V. Compensation

Class and preparation time for summer courses is identical to courses offered during the regular academic year. Given this, the PE department pays its summer instructors the same per/credit salary as in the regular academic year. Activity courses = .10 FTE per credit. Lecture courses = .13 FTE per credit.

VI. Course Cancellation

- A. The Associate Director may cancel a scheduled class based on enrollment, unit needs, availability of qualified faculty, and in accordance with approved policies.
- B. In the case of a cancelled class, the Physical Education department does not have other duties or assignments to offer so the instructor's appointment will be reduced accordingly for the summer session.

VII. Summer Payroll Practices Guidelines

- A. Compensation is described in section V above.
- B. The FTE assigned a course is the same no matter who teaches the course.
- C. Base salary rates for summer are the same as for the regular academic year which are set according to experience, academic classification, and rank.
- D. As in the regular academic year, part-time summer CNTTF appointments are not to exceed a .49 FTE as outlined in a Memo of Understanding with United Academics.
 - a. Notwithstanding Article 16, Section 14 of the CBA, the University and the Union agree that the historical practices in the Physical Education and Recreation unit regarding calculation of FTE that are not otherwise unlawful or noncompliant with applicable, duly-adopted University administrative rules, policies and procedures, shall remain in effect until the MOU expires .