

**School of Architecture & Allied Arts  
Department of Product Design  
Policy on Summer Session Instruction**

As approved by the A&AA Dean 1 November 2016  
Approved by product design faculty 31 January 2017

**Purpose**

This policy provides A&AA-wide 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 A&AA 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 Program Director 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, 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 Program Director 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 Program Director 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 to a maximum of two per year.
  - e. Then, to limit preparations of 3-4 credit courses for a given faculty member to a maximum of two per term.
  - f. Finally, to rotate faculty members through assignments in such a manner as to guarantee that at least two departmental faculty members are able to teach each regularly-scheduled course.
4. The Department Head or Program Director 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 School of Architecture & Allied Arts uses a standardized model of compensation that provides \$5,000 in salary in support of one 3- or 4-credit course, regardless of the number of weeks the course runs, due to an expected consistent number of engagement hours for the course in total. This sum may be adjusted by the Department Head or Program Director upward for courses bearing more credit or downward for courses bearing less credit.

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 Program Director 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 or Program Director will identify faculty qualified to teach the course and make a direct request to the identified faculty member(s) to provide instruction. In this case, a faculty member filling such an assignment will be provided with compensation based on their academic year salary, at a baseline rate of one term's equivalent at 0.3 FTE for a 3 or 4 credit course. FTE may be adjusted by the Department Head or Program Director upward for courses bearing more credit or downward for courses less credit.

## **6. Course Cancellations**

Summer courses may be cancelled at any time at the Dean or Dean's designee'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 or unit head 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.