

**School of Music and Dance  
University of Oregon**

**Summer Session Appointment and Assignment Policies for the Music Department**

**I. Preamble**

Summer session is an opportunity to provide courses for students outside of the standard academic year. The University and the School determine how net revenues from the summer session instruction are allocated. In collaboration with the Dean's office, music program areas and the department of dance coordinate opportunities for faculty to teach courses during summer session. The associate dean(s) of music and the department head of dance will coordinate and administer summer session course offerings and teaching assignments.

Since programs are expected, at minimum, to break even, they should think carefully about the cost of resources they invest in summer courses relative to the anticipated enrollments.

This policy concerns summer session appointments for tenure-related, non-tenure-track, and pro tem faculty only; summer appointments for graduate students are governed by the GTFF collective bargaining agreement.

**II. Determination of Course Offerings**

Prior to scheduling courses for summer session, the Dean's office will provide departments and program areas with guidance on summer session course planning. This will include guidance on how net revenues will be determined based upon enrollment levels to assist areas in understanding requirements to enable courses to at least break even for various levels of instructor compensation.

**III. Assignment of Instructors to Courses**

Summer instructional contracts are distinct and separate from nine-month, academic year contracts. An offer of a summer session appointment will be made at least five weeks prior to the beginning of the appointment, whenever feasible. Except as described in Article 18, Section 5 of the 2015-18 United Academics CBA, a bargaining unit faculty member on an academic year appointment is not required to accept a summer session appointment, and will not be subject to discrimination and/or retaliation for declining a summer session appointment.

The music program's director of summer session will work closely with the music program area heads during the fall term each year to collaboratively determine appropriate summer session course offerings taking into consideration recent summer program offerings, course requirements of music majors, and enrollment trends.

## SOMD Summer Session Appointment and Assignment Policies

The program area faculty will recommend to the music summer session director a prioritized listing of instructors to teach the determined list of preferred course offerings. Recommended summer faculty instructors are then invited to teach the proposed course offerings following the prioritized listing of suggested instructors as follows:

- 1) Current University of Oregon tenure-related (TTF) music faculty
- 2) Current University of Oregon career-track NTTF music faculty
- 3) Current University of Oregon pro-tem NTTF music faculty
- 4) Current University of Oregon GTFs recommended by the faculty
- 5) Non-current University of Oregon individuals recommended by the current faculty and eligible to be appointed as pro-tem NTTF summer instructors

Once an individual has agreed to teach a course (or courses) for the coming summer term, the director of music summer session will follow the guidelines below in establishing the FTE for the assignment(s) and inform the instructor of the proposed FTE and salary level.

### **IV. Professional Responsibilities of Instructor During Summer Session**

Professional responsibilities of faculty teaching summer session courses are identical to those connected with teaching a course during the academic year. This includes holding weekly office hours, answering standard advising questions that arise for students, and standard duties associated with administering the course that arise even before or after the summer session term (e.g., finalizing grades of “incomplete”). The following principles will determine what constitutes a full-time workload during the summer term:

- A. A standard 3- or 4-credit academic course taught in a 4-week term constitutes 1.0 FTE for that term; in an 8-week term it will constitute 0.5 FTE for that term
- B. 1- or 2-credit courses taught in a 4-week term are prorated to the 3- or 4-credit standard and constitute 0.5 FTE for that term; in an 8-week term it will constitute 0.25 FTE for that term
- C. FTE is prorated for courses taught in parts of summer other than a 4-week term
- D. Other situations require prior consultation with the music summer session director and the SOMD Dean to set FTE
- E. Individualized instruction including private one-on-one applied music lessons and research, thesis, or dissertation supervision of one hour per week instruction will be at a standardized and consistent hourly rate as identified below in the Addendum, following the FTE formulas utilized during the academic year.

Any exception to these principles must be appropriately documented and approved by SOMD. See the addendum for a table showing FTE for various summer session appointments and cases where overload assignments are likely to be approved.

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The combination of summer research and instructional appointments for the same faculty member must not exceed 1.0 FTE across all parts of summer term. The FTE assigned a course must be the same no matter who teaches the course.

### **V. Compensation**

Summer session base salaries may differ from academic year base salaries, except in cases of required summer session assignments described in Article 18, Section 5 of the 2015-18 United Academics CBA.

The music department will establish summer base salaries that correspond to differences in faculty classification, rank, and/or experience (e.g. pro-tem NTTF, career NTTF, and TTF). Base salaries may not vary from individual to individual within a given faculty category.

Compensation will be FTE-based. The departments will not offer per-course compensation based on a percentage of an individual's academic year base salary, anticipated course enrollment, or any other similar feature of the appointment

Base salaries for teaching during the summer session must be approved by the Dean's office and cannot exceed the instructor's academic-year salary, except in extraordinary circumstances and with approval from the dean.

### **VI. Course Cancellation**

Summer session is similar to other self-support programs where each course has a clear cost and tuition revenue connected to it. As such, summer session courses that do not have sufficient enrollment by three days prior to the scheduled start of the course will be cancelled. This arrangement will be clearly stated to the faculty member in the appointment notice for this voluntary assignment. There are times when a summer session course may be offered, based on pedagogical or other academic principles, even when it generates a net financial loss. For example, a course offered only in summer session taught to fulfill degree requirements in a specific major and degree program within the SOMD might fall into this category.

#### **Music Course Enrollments During Summer Session**

Due to the fact that summer session at the University of Oregon operates as a self-supporting program unit by unit, it will be necessary to closely monitor music course enrollments and observe a schedule of enrollment requirements and cancellation policies as follows:

- 1) Undergraduate courses of 3 and 4 credits must enroll 10 or more students to avoid cancellation. Courses of 1 and 2 credits must enroll 20 or more students to avoid cancellation.

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- 2) Graduate courses of any credit value must enroll 5 or more students to avoid cancellation.

Exceptions to the above enrollment policies are as follows:

- 1) Courses designed as individualized instruction, applied music, or research supervision are exempt.
- 2) Courses designed to fulfill undergraduate or graduate-level music degree requirements may be exempted from the above stated enrollment guidelines in order to ensure timely progress towards degree completion for music majors with the approval of the dean's office.

### VII. Research Appointments During the Summer

To comply with federal requirements, when a nine-month faculty member is funded at 1.0 FTE on a research contract during the summer, the faculty member must work exclusively on that project. Faculty members should not accept 1.0 FTE summer research appointments for any period of time when they will not be working on the project. To comply with federal regulations, non-instructional summer pay funded by a sponsored project is based on a faculty member's academic year base salary. Professional responsibilities are specified by the principal investigator (or designee) and/or by the agreement with the granting agency.

### ADDENDUM

#### I. FTE Assignment by Type of Summer Course

Summer term FTE should be based on what the course FTE would be during an academic year. In the SOMD Music Department, an academic course is typically .1 FTE annually or .3 FTE during a term. 3- and 4-credit courses are counted the same for the purposes of calculating faculty FTE. FTE for courses carrying other amounts of credit is prorated on a 4-credit standard. Course credit hours and their associated 12-week contract FTE are as follows:

Course Credit Hours	12-week Contract FTE
1 or 2	.15
3 or 4	.3
8	.60
12	1.0

**Individualized instruction** including private one-on-one applied music lessons and research, thesis, or dissertation supervision of one hour per week instruction will be at a standardized and consistent hourly rate as identified below in the Addendum, following the FTE formulas utilized during the academic year.

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<i>contact hrs</i>	<i>FTE</i>	<i>contact hrs</i>	<i>FTE</i>	<i>contact hrs</i>	<i>FTE</i>
21	0.900	14	0.600	7	0.300
20	0.857	13	0.557	6	0.257
19	0.814	12	0.514	5	0.214
18	0.771	11	0.471	4	0.171
17	0.729	10	0.429	3	0.129
16	0.686	9	0.386	2	0.086
15	0.643	8	0.343	1	0.043

### II. Examples of Summer Term Overload Assignments

Examples of summer term overload assignments (> 1.0 FTE within a summer term) that are **currently** likely to be approved by SOMD:

- A. One 3- or 4-credit course in fewer than 4 weeks, assuming that the shorter interval does not necessitate an unrealistic level of student engagement.
- B. Two 3- or 4-credit courses during one of the two 4-week summer terms, but typically not both terms.