

UO School of Journalism and Communication
Summer Session Appointments and Assignments
Passed by Faculty Vote 2/10/17
Approved by SOJC Dean Juan-Carlos Molleda 3/2/17
Includes Revisions Discussed in 2/10/17 Faculty/Staff Meeting

Preamble

In accordance with the Collective Bargaining Agreement (CBA) between the University of Oregon and United Academics, this policy describes summer session appointments and assignments for UO School of Journalism and Communication (SOJC).

The University of Oregon summer payroll guidelines developed in November 2014 and revised in July 2016 state the following.

- The combination of summer research and instructional appointments for the same faculty member must not exceed 1.0 FTE during summer term.

Summer Instructional Contracts

- Summer instructional contracts are distinct and separate from nine-month, academic year contracts. A separate and distinct summer session base salary must therefore be established
- Summer term FTE should be based on what the course FTE would be during an academic year. The faculty member would then be paid during the timeframe of the session they are teaching the class(es).
- The FTE assigned a course must be the same no matter who teaches the course.
- The school will determine whether all faculty teaching courses are paid at the same base rate, or whether different base rates are appropriate to experience, academic classification and rank.

Summer Research* Contracts

- 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.
- 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 should not accept 1.0 FTE summer research appointments for any period of time when they will not be working on the project.

The sections below address summer instructional contracts. Summer research contracts are based on available funding with an approved project or research agenda. With all research contracts, reports are required to document effort and impact of the research. See the requirements of the funding source for further details.

Section 1. Appointment

To determine course offerings, area/program directors consult with Associate Deans based on the following factors.

- Need and demand (considering student coursework requirements, prior years'

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- enrollment data, and available instructional resources).
- Faculty interest in accepting a summer contract based on courses.
- Classroom, budget and other resource constraints, such as technical support and lab availability

With a summer curriculum established, course assignments will be offered to individuals based on the following order of preference.

1. Full-time Tenure-Track Faculty (TTF) and Career Non-Tenure-Track Faculty (NTTF) who do not hold internal and/or external grants during the weeks of the class, as indicated below (Note: Full-time is anyone with a 1.0 FTE in the previous Academic Year.)
2. Doctoral Graduate Employees (GEs) through the summer between third and fourth year
3. Doctoral GEs the summer following fourth year and Postdoctoral Fellows
4. Part-time Career NTTFs (Note: Part-time is anyone with less than a 1.0 FTE in the previous Academic Year.)
5. Pro Tempore (Pro Tem) faculty, including visiting

Individuals cannot work more than a 1.0 FTE in combined research and instructional summer contracts. Anyone with a summer internal or external grant contract during instructional weeks will not have priority for summer instruction.

Section 2. Professional Responsibilities

Summer session instructional assignments focus exclusively on teaching. There is no expectation of research/creative/professional work and/or service.

Teaching. Teaching includes but is not limited to course development, class preparation, classroom and lab teaching, evaluation of student work, advising and mentoring, and various forms of communication with students.

Section 3. Course Cancellation

The SOJC may cancel a scheduled class or reassign an instructor based on expertise; student demand; area, school, or university needs and resources; and in accordance with approved policies. In the event that a course is cancelled, the SOJC will attempt to appoint the instructor to a new assignment.

Section 4. Compensation

Summer instructional contracts are distinct and separate from nine-month, academic year contracts. Summer session compensation is FTE-based. A separate and distinct summer session base salary must therefore be established. Here are the base rates for each classification.

- TTF/Career NTTF = \$60,000
- Pro Tempore (including visiting and postdoctoral scholars) = \$50,000

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- Doctoral GEs will be compensated as outlined in their collective bargaining agreement.

Any increases to the base rates above are at the discretion of the Dean to ensure adequate resources based on demand and current market rates. In summer, the SOJC assumes all instructional FTE is for teaching.

IV. Summer Session FTE

Summer session FTE should be based on what the course FTE would be during an academic year. In SOJC, a course is typically .1 FTE annually or .3 FTE during a term. The following chart outlines compensation per credit hour, based on an annualized FTE.. The compensation is the same regardless of whether the course is taught over a 2-, 3-, 4-, or 8-week period.

Credit Hours	Annualized FTE	Estimated Compensation* Based on \$60,000	Estimated Compensation* based on \$50,000
1	0.0250	\$1,500	\$1,250
2	0.0500	\$3,000	\$2,500
3	0.0750	\$4,500	\$3,750
4	0.1000	\$6,000	\$5,000
5	0.1250	\$7,500	\$6,250
6	0.1500	\$9,000	\$7,500
7	0.1750	\$10,500	\$8,750
8	0.2000	\$12,000	\$10,000

*Banner calculates compensation on the actual days, taking into consideration holidays and weekends. Compensation will vary slightly depending on these factors.

Other situations require prior consultation with the Senior Associate Dean for Academic Affairs to set FTE.

Any exception to these principles must be appropriately documented and approved by SOJC Dean.

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

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