



To: College Deans
College Associate Deans

Date: May 30, 2017

From: Kathleen Enz Finken *KEF*

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Al Liddicoat
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College Budget Analysts
College Personnel Analysts

Subject: Guidelines for Special Session Teaching Assignments

This memo provides the guidelines to determine reasonable maximum work assignments for teaching assignments administered through Extended Education.

General guidelines for faculty with full-time AY assignments:

1. During the fall, winter or spring academic terms, faculty working full-time in a state assignment can teach up to four (4) WTU per term for Extended Ed for added compensation.
2. During summer term, AY faculty can teach up to full-time (12) WTU for tenure/tenure-track and 15 WTU for Lecturers) for additional compensation.
3. During the five week summer term, faculty will be limited to eight (8) WTU since the contact hours and teaching responsibilities are compressed by 50% and therefore this is in line with full-time effort. Faculty may teach in different five week summer terms as long as they do not exceed (8) WTU in one term or (15) WTU for the entire summer term.
4. Intersession 2-2.5 week instruction is less than 1/4 of the nominal quarter so faculty will be limited to four (4) WTU.

Exceptions may be considered but they require an advance review with the AVP for Academic Personnel, who in turn will consult with me for approval prior to processing such an appointment. Faculty requesting such an exception must submit a memo to Academic Personnel that includes the justification for the teaching assignment and approval from the college dean no later than six weeks prior to the first day of classes for the assignment.

Any questions related to Extended Education teaching assignments for additional compensation should be directed to Brian Tietje, Vice Provost International, Graduate and Extended Education or Al Liddicoat, AVP Academic Personnel.