

COLLEGE OF HUMANITIES

Guidelines on Extended Contracts

1. A faculty member's basic obligation to the university is fulfilled through an eight-month contract and includes instruction, service, and scholarly work (defined as published research in the case of professorial faculty).
2. Teaching spring or summer is not a right. However, the University may request faculty to perform additional services, including teaching in spring or summer term in order to meet instructional demands during those periods.
3. Faculty are expected to be available on a year-round basis.
4. Faculty who teach spring or summer are compensated at a rate of 9% of base salary for each class¹ taught, with a maximum additional compensation of 18%.
5. As is the case with an eight-month contract, faculty on an extended contract may apply in each annual report for a reduced teaching load in order to provide the time for research or other forms of professional development. In most cases these reductions are for one course. A faculty member may apply for a nine-month contract with compensation for research and no obligation for teaching. In all cases, faculty should be held accountable for reduced teaching loads that have been granted. A pattern of course reduction grants should be sustained only in those cases where tangible products are available for review and evaluation. If during the previous two calendar years a faculty member has not had scholarly or creative work² accepted for publication, compensated time for spring/summer research will not be granted without approval from the dean. The dean will approve exceptions in cases where tangible evidence of progress on a long-term project (i.e. a book) is presented and when a firm completion date for that project is agreed upon.³
6. Only in the most unusual cases should a faculty member be given a two-course reduction during spring or summer for research/development purposes. That is, in all but the truly exceptional case, faculty on a ten-month contract are expected to teach at least one class during spring or summer.
7. Chairs have the option to manage spring/summer load reductions for strategic faculty development. For example, those terms might be included in a professional development leave application. Or, faculty preparing for the final continuing faculty status review might be given special consideration during that year. Or, with the chair's and dean's consent, faculty might opt to teach a larger load (with no extra compensation) during fall or winter semesters in lieu of the spring or summer instructional assignment. The converse is also true: faculty might teach a larger load in spring or summer term in exchange for a reduced teaching load during fall or winter semesters. In all cases, the chair's first obligation is to ensure stable, high quality instruction for students in meeting department curriculum needs.

Notes:

1. Classes vary in credit hours, most typically from 2-4 hours with 3 hours being the most common. Chairs are free to determine loads based on the principles of good stewardship outlined above. It is not required that all faculty teach the same number of credit hours to qualify for an extended contract.

2. Scholarship and creative activities are defined in the College Policy on Faculty Rank and Status, section 2.4. A scholarly or creative product may be counted once, either at time of acceptance or when it appears in print (or in other media).

3. The following is an example of timing for the review stipulated by point #5.
 - a. **Background:** For the academic year 2008-09 Professor A. is employed on a ten-month contract, requiring that he teach one course spring or summer and granting compensated time for research. During his annual interview in February 2009 he requests a ten-month contract for the 2009-10 school year. However, the chair notes that A.'s annual reports for the previous two years (2007 and 2008) show that scholarship had not been accepted for publication during those years.
 - b. **Options:** The chair informs A. that he may choose to stay on a ten-month contract by adding another course to the 2009-10 assignment. Or, he may retain the accustomed load but will be paid on a nine-month contract.
 - c. **Agreement:** A. and the chair agree that he will receive a ten-month contract for 2009-10 and that he will teach the additional course during winter semester, making his assignment for that year 3-3-1.
 - d. **The next year:** In January of 2010 A. receives the happy news that an article has been accepted without revisions and is slated for publication in 2012. During his February 2010 annual interview with the chair he again requests a ten-month contract for the 2010-11 academic year, this time with the provision for compensated time for summer research. The chair is pleased to approve A.'s request. A. understands that when the article appears in 2012 he may not count it again in his application for an extended contract.