

Policy about Full-time Faculty Teaching Trans-Program and/or Trans-College

Background

Given the interdisciplinary nature of Philadelphia University, it is likely that full-time faculty members will have multiple areas of expertise that are offered outside of their primary major/academic program. Further, the University has a number of transdisciplinary curricula in which faculty from across the University may wish or be asked to teach.

These policy and procedures are intended to 1) provide a framework for faculty to have a rich and rewarding teaching experience while working at the University; 2) protect faculty time for professional activity, research/scholarship, 3) support the Dean's role as the coordinator and mentor of full-time faculty teaching within a College's programs; and 4) support program directors and course coordinators in the management of the courses for which they are responsible.

Policy

A full-time faculty member has a primary academic home in a major, core curriculum, or an academic program, as described in the position posting. That faculty member's primary teaching responsibility is to that program. It is understood that from time to time, a faculty member may teach outside of that program in-load; may teach outside of that program in overload; or may be requested to provide College or University service to another major or academic program.

All situations, both long-standing and new, must be evaluated and permitted by the Executive Dean or Academic Dean, as appropriate. Such situations and timing may vary greatly across these possibilities. Regardless, it is intended that they are all subsumed within this Policy.

Procedures

The Program Director or MAO seeking the expertise of a faculty member in another College for teaching during the academic year¹ will first initiate a conversation with the Executive or Academic Dean of that faculty member.

The Dean of the faculty member will:

- review the requested faculty member's load within the major/program as well as his/her commitments to College or University committees;
- refer to the faculty member's professional development plan and expectations per the Faculty Activity Report and Dean's Annual Evaluation, respectively;
- discuss the request with the faculty member him/herself; and
- discuss the request with the Program Director of the faculty member's home program and

Upon making an informed decision, the Dean will notify the requesting Program Director and MAO with a copy to the home Program Director and MAO.

Procedures for instructional Costs associated with approved trans-program/trans-college teaching:

The cost center of the inviting college or program, as appropriate, will cover the cost of either:

- wages for adjunct replacement, if faculty member is teaching in-load; processed through a budget transfer to the faculty member's home program/College OR
- overload stipend; processed on a PAN form for payroll.

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¹ It is understood that summer instruction for 9-month faculty is outside of this policy and procedure. 12-month faculty must follow this procedure for all teaching in the summer, fall, and spring semesters.