

TRANSMITTAL

DATE: April 8, 2016

TO: Full-time faculty

FROM: The Office of the Provost

RE: Updated academic policies

The following academic policies were updated this semester, in consultation with the Academic Administrative Council.

- Policies on Course Enrollment, Course Cancellation, Adjunct Course Cancellation Payment Policy
- Policy about Full-time Faculty Teaching Trans-Program and/or Trans-College

They will be published on the Provost's Office Resources web page.

Thank you.

Policies on Course Enrollment, Course Cancellation, Adjunct Course Cancellation Payment Policy

Course Enrollment Policy

The minimum number of students is eight (8) in an undergraduate course and five (5) students in a graduate course. There may, however, be extenuating circumstances for running a low-enrolled course section – e.g. accreditation requirements; course sequencing, prerequisites, and students’ timely degree completion; and program teach-out, etc. In these cases, the MOA will petition the Provost’s Office for permission to run the low-enrolled section.

Course Cancellation Policy

The University reserves the right to cancel or consolidate any scheduled course when there is insufficient enrollment. The University reserves the right to combine sections of courses to optimize enrollments in fewer course sections, even when the minimums are met.

Cancellation Procedures

The College’s Manager of Academic Operations (MAO) and Program Director actively monitor section enrollments for purposes of optimizing instructional efficiencies. The MAO will work with the Program Director and Dean to finalize the course schedule, which may occur even after classes have started.

When enrollments are low and may prompt a change in course offerings and/or schedule, the College’s MAO will initially contact the faculty member to alert his/her to the low enrollments.

When the Program Director and Dean decide to cancel a course section or change the instructional method to Course by Appointment,

The MAO will:

- Contact immediately the full-time or adjunct faculty member, via campus email, to notify him/her of the change.
- Notify the Registrar’s Office of the change.

The Registrar will:

- Update the course, either by the cancelling the course and the associated contract or by changing the instructional method.
- Notify Human Resources that a faculty contract has been cancelled as of a specific effective date.

Human Resources will:

- Cancel the stipend associated with the course section, as applicable to adjunct faculty or full-time faculty teaching in summer.
- Issue a superseding letter reflecting the change in the adjunct faculty member’s teaching assignment and load as well as compensation.
 - If the course is cancelled after the first class meeting, the MAO and Human Resources will review the number of classes taught relative to the payroll schedule and address any compensation due, as applicable.

Full-time Faculty Cancellation Procedures

A full-time faculty member, whose course section was cancelled or consolidated, will be assigned another course or an administrative assignment, in either that semester or the following semester. If the original course changes to a Course by Appointment and the full-time faculty member is assigned another course or administrative assignment and is teaching at full load, the full-time faculty member may receive additional compensation for the Course by Appointment, per the terms of the Faculty Compensation Policy.

Policies on Course Enrollment, Course Cancellation, Adjunct Course Cancellation Payment Policy

Adjunct Course Cancellation Payment Policy

PhilaU attempts to provide adjunct faculty with reasonable notice of projected teaching assignments prior to the start of classes. In some instances, however, a scheduled course may need to be cancelled on short notice, for reasons such as changes in course enrollments, availability of resources, or other factors. Under these circumstances, PhilaU will make every effort to reassign adjunct faculty to a comparable course section.

If PhilaU cancels a course section within one week before or any time after the first day of classes and reassignment to a comparable course section is not feasible, PhilaU will compensate the adjunct faculty \$300. Cancellation payments will be a one-time, lump-sum payment processed in the next scheduled payroll cycle.

*Updated and published
Spring 2016.*

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.

Updated and published,
Spring 2016

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.