

SIDE LETTER AGREEMENT

CRITERIA for DEPARTMENTAL ALLOCATION of SUMMER SCHOOL CONTRACTS

- I. Introduction

The purpose of these criteria is to provide each department with a set of guidelines governing the distribution of summer contracts. The primary goal in establishing the criteria is that each department will allocate summer contracts in a fair and impartial manner to insure that quality is maintained in the summer offerings. It is expected that each department will establish formal, written procedures for implementing and monitoring the criteria. Departmental procedures are to be submitted to IUP-APSCUF, the Provost, and appropriate dean to insure that compliance with the criteria in this document is met.
- II. Department Summer School Committee
 - A. Each department will establish a Summer School Committee (SSC). An election for the SSC will be held at the beginning of each academic year by the tenured and tenure track members of the department through a secret ballot. Each department will establish guidelines by which the SSC is to operate. These guidelines are to be included in the departmental procedures submitted to IUP-APSCUF, the Provost, and appropriate dean.
 - B. The SSC maintains the department's record of each faculty member's cumulative total of summer work charged to his/her name, ascertains and maintains the rotation list, advises the department chairperson in the allocation of summer contracts, and insures that this information is distributed to each tenured and tenure track faculty member in the department.
- III. Rotation List
 - A. The rotation list is used to obtain the order in which summer work will be offered to tenured or tenure track faculty. The decision to include regular part-time faculty, should they teach in the department, will be decided upon by a vote of the department tenured and tenure track faculty. Work will be offered to tenured and tenure track faculty in order in which the faculty member's name appears on the rotation list. When a contract is charged to a faculty member, his/her name will be rotated downward to its proper place on the list. The department chairperson may assign a tenured or tenure track faculty member to teach a course which is needed for the department's program, even though the assignment may depart from the order in which assignments should be made according to the rotation list, provided the course is given to the tenured or tenure track faculty member who is qualified to teach it, and who, of all who are qualified, is the highest on the rotation list.
 - B. For any new department which may be established after June 30, 2010, the initial rotation list shall be drawn from the list of the new department's tenured or tenure track faculty in order from the University Seniority List (USL). Any tenured or tenure track faculty member who transfers from one established department to another established department shall be placed at the bottom of his/her new department's rotation list, but ahead of any new faculty members who may be hired during the time of transfer. Copies of the initial rotation list are to be included in the information which is to be submitted to IUP-APSCUF, the Provost, and the appropriate dean.

C. In the case of a "tie" between two or more faculty members on a departmental rotation list, the faculty members in question will be ordered with respect to their seniority (the faculty member with the greatest amount of seniority shall be first, etc.) Each department shall use the USL to determine seniority.

D. Each Department may select one of the following procedures for maintaining its rotation list.

1. Annual Method

When a contract is charged to a faculty member, his/her name is rotated downward to its proper place on the list. The rotation list at the conclusion of one summer will serve as the starting rotation list for the following summer.

As new tenured or tenure track faculty members are added to a department "their names will be added to the bottom of the rotation list.

A tenured part-time faculty member should be offered contracts in as nearly the same proportion as is possible to the fraction of full-time that person works in the department based on the average number of contracts charged to the full-time tenured faculty members.

2. Four Year Method

The department will establish a specific four-year period and notify IUP-APSCUF, the Provost, and appropriate dean of what that period is. During that four-year period, the chairperson will endeavor to distribute the applicable contract weeks so as to make the total charged to every member over the four-year period as equal as possible.

A tenured or tenure track member who is in the department for a fraction of the four-year period should be offered that fraction of the average faculty allocation over the four-year period.

3. Alternative Methods

Departments may select other methods for maintaining their rotation lists. Such methods, however, must be submitted for the approval of IUP-APSCUF and the Provost.

IV. Charging of Teaching Contracts

The following teaching contracts should be "charged":

- A. Firm Contracts offered by IUP management
- B. Contingency contracts not obtained by the individual's initiative
- C. Contingency Contracts for workshops offered for a third or more year

V. Special Contracts

- A. All non-teaching contracts are considered to be special contracts
- B. The following special contracts should be "charged" to a faculty member and used in determining the department's rotation list:

1. A contract awarded for administrative or supervisory duties (e.g. Chairperson, Directors of Graduate Program, Director of Clinics, Journal Editor Contracts, etc.)
 2. A contract awarded for duties similar in character to teaching (e.g. tutoring)
 3. Any contract that is awarded to the department for distribution to its faculty members.
- C. The following special contracts should NOT be charged to a faculty member:
1. Summer sabbatical leave contracts.
 2. Contracts for administering in the Study Abroad Program.
- D. Recommendations to charge a special contract to a recipient other than the kind described above will be made by the department's SSC in consultation with IUP-APSCUF and the Provost. Any such recommendation must be ratified by a 2/3 vote of the department.

VI. Exceptions

The only sections of this document to which exceptions may not be made are II.A. and III.C. Exceptions for the other Articles may be made only with the approval by secret ballot vote, of 2/3 of the Department's tenured and tenure track faculty members, and with the approval of IUP-APSCUF and the Provost.

APSCUF/Management

Agreement at Local Meet and Discuss: April 21, 2010

Expires: June 30, 2020


Robert Mutchnick date

President IUP-APSCUF


Gerald Intemann date

Vice President for Academic Affairs