

SIDE LETTER AGREEMENT

CRITERIA for DEPARTMENTAL ALLOCATION of SUMMER and WINTER CONTRACTS

I. Introduction

The purpose of this side letter is to provide each department with a set of guidelines governing the distribution of summer and winter contracts. The primary goal in establishing the criteria is that each department will allocate summer and winter contracts in a fair and impartial manner while ensuring that quality is maintained in the course offerings. It is required that each department 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 ensure that compliance with the criteria in this document is met.

II. Department Summer/Winter School Committee

Each department will establish a Summer/Winter 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.

The SSC works with the Department Chair to maintain the department's record of each faculty member's cumulative total of summer and winter work charged to their name, ascertains and maintains the rotation list, advises the department chairperson in the allocation of summer and winter contracts, and ensures that this information is distributed to each tenured and tenure track faculty member in the department.

III. Rotation List

A Department may select to incorporate both summer and winter teaching into one integrated procedure or maintain separate rotation lists for summer and winter.

IV. Recommendation for Procedure to Use

Each Department may select one of the following procedures for maintaining its rotation list(s). While departments are free to choose one of the options described in Section V. below, the following suggestions are recommended:

A. If the ratio of the number of courses typically offered in either summer or winter to number of regular faculty is above 0.75, an annual method or multi-year method is recommended.

B. If the ratio of the number of courses typically offered in either summer or winter to number of regular faculty is at or below 0.75, a multi-year method is recommended.

V. Possible Methods for Maintaining a Rotation List

A. Annual Method

The initial rotation list will be ordered by descending seniority of the faculty. 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. If multiple faculty are added on the same year their order shall follow the University Wide Seniority List (USL) assignment.

When a contract is charged to a faculty member, their name is rotated to the bottom of the list. The rotation list at the conclusion of one summer and/or winter session will serve as the starting rotation list for the following summer and/or winter.

B. Four Year Method

The department will establish a specific continuous four-year period and notify IUP-APSCUF, the Provost, and appropriate dean of what that period is.

When a contract is charged to a faculty member, the total number of credits received is calculated, and their name is rotated to the appropriate place on the list based on their cumulative total. The rotation list is ordered in ascending order by the faculty member's cumulative total. The rotation list at the conclusion of one summer and/or winter session will serve as the starting rotation list for the following summer and/or winter.

Each department needs to create the procedures it will use to determine where on the rotation list to place a tenured or tenure track member who is in the department for a fraction of the four-year period.

C. 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.

VI. Assignment of Courses

The rotation list is used to obtain the order in which summer/winter contracts will be offered to tenured or tenure track faculty. The decision to include regular part-time faculty will be decided upon by a vote of the department's tenured and tenure track faculty. Contracts will be offered to tenured and tenure track faculty in the order in which the faculty member's name appears on the rotation list. If the number of contracts exceeds the number of the faculty willing to teach in the session, contracts will continue to be offered in the order determined by 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.

For any new department which may be established after June 30, 2020, 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 their new department's rotation list, but ahead of any new faculty members who may be hired during the time of transfer.

