



Temporary Teaching Support Policy

I. Statement of Purpose and Background Information

Statement of Purpose:

This policy explains the process for obtaining incremental teaching support from Division resources when there is loss of teaching capacity in a department due to a vacancy in the department's faculty roster.

Eligibility:

Department chairs may initiate a request for supplementary teaching support if there is a new vacancy in the department due to a departure, sabbatical or a parental leave*.

Amount of Support:

If approved, the Division will provide authorization for up to \$10K (inclusive of benefits) per semester during an academic year. This amount is funded from the savings generated by the vacant tenure/tenure-track faculty position(s) or the University's sabbatical fund, which covers faculty leaves directly.

II. General Information

- The chair of the requesting department must seek approval within their department's annual budget request. This should carry the support of Senior Associate Dean of Biology and Medicine.
- The request for approval must be accompanied by adequate support to validate the need. Examples of support include vacant position dollars and vacancy term, historical teaching hours, narratives as to how the need arose and other particulars of the teaching need including length of need, course description including class size, and teaching partners (if any).
- Approved funds are restricted to help the chair help fulfill the teaching mission of the department, primarily through adjuncts and salary guarantees for non-regular roster faculty. Supplements to tenure/tenure track faculty are not allowed.
- Requests are effective for the current fiscal year and must be resubmitted for approval each fiscal year as part of the annual budget request process.

* Consistent with the University Temporary Teaching Relief Policy.