

INSTRUCTIONS FOR COMPLETING SUMMARY OF ANTICIPATED COURSE OFFERINGS,
TEACHING ASSIGNMENTS AND SUPPLEMENTAL NEEDS FORMS

Revised August 10, 2011

The forms in the excel worksheet are used to confirm the tentative (expected) teaching assignments for each of your full-time faculty and teaching assistants (by course & section where known, or by level or number of credits when details are still pending) and to identify supplemental faculty needs.

The file has several different worksheets:

A. **Regular Faculty** (tenured and tenure-track). List all returning faculty in alphabetical order; include separate listings for any current searches at bottom – list as TBA “Rank/Field.” Use the “Continuation” worksheet if list exceeds one page.

List the courses and/or credit equivalent of sections to be taught. Include only courses or sections that are considered part of the department’s normal load. *Directed readings, projects, research and other arranged sections are not considered part of load, nor will they qualify as part of load when given an assigned time/section.* In the case of laboratory sections, distinguish between oversight responsibility and teaching responsibility. Clearly identify the reasons for any variation from the normal departmental load. Reductions in teaching load require the prior approval of the Dean.

B. **Non-Tenure-Track Faculty** – Provide the same information as noted above for regular faculty, but group these faculty as noted below. Use the “Continuation” worksheet if the list exceeds one page.

REMINDER: The normal load within the College for Lecturers is 4/4 and for visiting faculty is 3/3. Any variation from these loads must have prior approval and be noted on the form.

B1. **Approved & Budgeted.** This section should include only those returning faculty on permanently budgeted lines, i.e., those listed by this office on your salary recommendation worksheets, and who were recommended for reappointment for the 2007-08 academic year by the department. If you have a vacant budgeted position and have received permission to search/fill that position, include assigned sections at the bottom as “TBA-name of person being replaced”.

B2. **Temporary Approval.** Individuals or positions approved on a one-time-only basis for AY2007-08 should be listed as “TBA-rank and name (if known). Note the reason for the position (i.e., LOA, unfilled line, etc. in the remarks section.)

NOTE: If you have not yet received written approval for reappointment of a specific individual in a temporary position or for the posting of a temporary position, the related courses should not be listed in section A or B, but rather should be included in your list of courses for which part-time or temporary faculty will be required (Section D).

Please note, absent prior reappointment approval and/or a signed offer letter or contract, the inclusion of a name on this form does not constitute authorization to (re)hire.

C. **Teaching Assistants.** Centrally funded (U-budgeted) TA positions are intended to provide direct support of the department’s teaching mission.

In this section you are asked to clarify the normal work assignment for teaching assistants in your department; please be as clear and specific as possible. According to University policy, first year TA’s without prior teaching experience are not allowed to teach an independent section of a regular course, but may teach laboratory or discussion sections, or serve as tutors, graders or lab monitors.

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Revised March 12, 2007

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Once you have clarified the normal work assignments for your TAs, we are asking you to project the anticipated number of filled TA positions for the coming year, by year of student enrolled, i.e., how many in first, second, third year etc. In the columns next to each year/number, you should indicate the number of sections to be taught in each semester by those students. If the number of sections to be taught does not correspond to the number of students, you need to explain the reason for the variance.

In accordance with standard College and department policy, students should be assigned to regular, lab or discussion sections if they are eligible to teach. Teaching assistant positions are not intended or funded to support administrative activities or as research assistants for individual faculty. To the extent that an individual TA is not assigned to teach a course or alternate approved duties, prior approval of the dean's office is required for an alternative work assignment.

D. *Anticipated Supplemental (i.e., Temporary PT/OT (part-time/overtime) Faculty Funding Needs.* This section identifies those sections or other teaching-related needs that cannot be covered by currently approved full-time faculty or TA's. Please refer to the attached policy regarding the expected funding sources for pt/ot needs.

Temporary full-time and PT/OT faculty funding allocations are subject to annual review, justification and approval. Your formal request for funding should accompany this form. Please provide an explanation of changes if your part-time/overtime funding need is expected to vary significantly from prior years.

Departments with supplemental faculty funding needs may not increase the number or diversity of course offerings without prior written approval of a proposal that outlines the proposed changes and related costs (from Traci Ardren, Sr. Associate Dean for Academic Affairs and Civic Involvement (undergraduate courses) and/or Angel Kaifer, Sr. Associate Dean for Research and Graduate Education (Graduate courses) and/or the Dean). To the extent that approved new full-time faculty (regular or NTT) will be covering courses previously funded from part-time allocations, the request for funding for part-time overtime appointments is expected to be proportionately reduced.

In completing this section, you should identify those needs/costs that are tied to (and will be funded by) released funds from faculty with teaching reductions related to externally funded work or individuals on unpaid leaves. Similarly, please indicate on the form if the central PT/OT need is related to a temporary vacancy, i.e., paid or unpaid leave, because the nature of a leave has implications as to funding source used.

If your department receives funding from outside the College for specific courses (Weekend College, Honors, etc), the number of sections to be covered by such funds must also be identified.

If the format of this section does not provide for a clear explanation of your department's needs and costs, please feel free to use an alternate format.

The template for this form is available as an excel file on the College's website at:

<http://www.as.miami.edu/resources/fiscal>. Note that within the file there are multiple worksheets (TT - for Regular faculty; NTT- for Other full-time faculty; Continuation – to be used to continue lists for Regular or NTT faculty; TA's graduate assistants ; Supplemental Funding Needs – to identify offerings that cannot be covered by existing resources and the ways in which the department or programs proposes to cover those needs; and Programs – for interdisciplinary programs to identify the courses being taught by faculty from other departments or programs as part of load (i.e., no cost to program)).