

CALX decision-tree on short-term teaching needs
(9/21/2021)

1. For short -term faculty needs, including those arising from resignation, retirement, sabbatical, class buyout or for a specialty class, does the class absolutely need to be taught or can it be postponed or cancelled?¹

The chair will provide an analysis of the need for the course—e.g. to meet graduation requirements, student progress through a major, taking advantage of a visiting scholar who has a specialty not available in a department, the need to offer a niche course necessary for a major/minor, etc.

2. If the course must be taught, is there both time AND expertise in a current faculty member's workload from the home department or any other dept in CALSX, including Extension?

3. If a faculty member cannot be identified in the College, is there another UVM faculty member who has the credentials and capacity to teach the course?

If so, this negotiation will take place between the potential instructor's unit, the CALSX Dean, and the chair. The decision will be based on need for the class, enrollment, and a cost-benefit analysis (The Dean's office provides an excel sheet for this purpose.)

4. If multiple classes require coverage, for a total $\geq .75$ FTE, submit a request for a short-term, full-time faculty member, either by requesting a waiver for a known individual or by conducting an abbreviated search.

If workload availability does not equal .75 or more in one department to hire a full-time faculty member, the College will determine whether cross-departmental or cross-college synergies will allow the hiring of a .75 to 1.0 faculty member to serve cross-department needs.

¹ If an unplanned for or unexpected faculty need arises, the chair will work with CALSHR and the Dean's office to determine the most expedited way to meet course needs.