

<h1>CESS</h1>	<p>College of Education and Social Services</p> <p>(All Departments)</p>
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
February 3, 2020 (Department Review)	February 3, 2020 (Department Review)	February 3, 2020 (Department Review)	<b>Provost Approved</b>

Additional Info:

Current Departments

Education: 53010

Leadership & Developmental Sciences: 53020

Social Work: 53050

February 3, 2020

**College of Education and Social Services  
Statement of Principle for Equivalency Guidelines**

The faculty of the College of Education and Social Services (CESS) fully embrace the central mission of the Academy. As such, CESS faculty members are committed to the core activities that comprise faculty work: teaching, advising, scholarship and service.

Article 16.17 of the UA contract (May 2018-June 2020) states:

*Each department or equivalent unit that engages in the instructional activities of supervising theses and dissertations; independent studies, reading and research; and supervision of internships has developed, and may revise, such equivalencies.*

**THESES AND INDEPENDENT WORK GUIDELINES, CBA Article 16.17**

Supervision and/or independent studies that are part of a credit-bearing course or for which faculty are receiving compensation cannot be counted twice.

Any activity that is not supervisory in nature, for example, serving on student committees, reading comprehensive exams, or engaging in professional service to one's scholarly associations is already covered in the Workload Policy for CESS.

Recognizing differential demands in supervision of student theses, independent work, and dissertations, the Department Chair retains the right to provide course releases to mitigate inequities that may emerge in workload. The following equivalency guidelines are therefore established for theses, dissertations, and independent work:

- Independent Study: 15 3-credit sections of Independent Study must be completed before a faculty member is eligible for a one 3-credit course equivalency. All Independent Studies (including undergraduate research) must be pre-approved by the Chair, using approved departmental procedures. Faculty will be responsible for documenting Independent Study sections approved and taught and must include this information in discussions with the Chair during the annual performance review.
- Undergraduate and Master's Thesis: 10 theses must be completed before the major advisor is eligible for a one 3-credit course equivalency. (Undergraduate and Master's theses are equated because of the amount of work it takes to supervise undergraduates.) Faculty will be responsible for documenting all theses advised and must include this information in discussions with the Chair during the annual performance review.
- Dissertation: 5 dissertations must be completed before the major advisor for the graduate student is eligible for a one 3-credit course. However, course equivalencies will not be granted in instances where faculty receive a course release for advising and/or supervision as part of a funded grant activity. Faculty will share plans for dissertation supervision and provide documentation of supervision with Chairs during the annual performance review.

February 3, 2020

## **ONLINE COURSE PROPOSED GUIDELINES, CBA Article 16.15**

Article 16.17 does not address graduate or teaching assistant allocation, so it is not part of these guidelines.

All courses offered under the same number should meet the same curricular standards, regardless of the mode of delivery (face-to-face/classroom, online, hybrid, etc.) as decided by the program.

Selection of a delivery mode for a course should be based on pedagogical and student access considerations and not on faculty convenience or administrative convenience. Faculty members should have input in determining whether a course on their load is appropriate for online delivery. The Department Chair will consult with the Faculty member, at the annual review / workload meeting, about the appropriate mode of delivery for courses on their workload for the following year.

Faculty requests to offer a course using an online or hybrid delivery mode on load should be vetted by the Department Chair as part of the annual workload meeting.

If a faculty member has been approved to offer a course in online or hybrid modes, they will receive the support and training necessary to implement this delivery mode for the course.

Under UVM's Intellectual Property Policy (see sections § 2.3.4 and § 2.3.5), unless the materials have been developed under a separate agreement for additional compensation, online course materials, like materials for traditional courses developed by faculty members, remain their own intellectual property.

## **LARGE ENROLLMENT CLASS GUIDELINES, CBA Article 16.18**

A 2-Course equivalency credit will be provided in the workload for courses with enrollments at 100+.

Notes: This document was revised in February of 2020 and replaces previous documents dated December 2012. Faculty in all Departments provided input into the document via written comments and discussions held during formal and informal meetings held in October, November, and December of 2019. In 2012, separate equivalency documents were created for each of the Departments. The current version replaces those separate documents and applies to the college as a whole.