

Course Contingency Policy – Seattle University Faculty Handbook Amendment

New Language for All LOA

Course contingency applies.

This appointment is contingent upon a minimum course enrollment as determined by the course contingency policy (CCR) outlined by the school/college or by the Seattle University Faculty Handbook. Courses with enrollment below the minimum are subject to cancellation by the University on the first day of class.

Proposed Course Contingency Policy Language for Faculty Handbook

Course Contingency Policy

Seattle University guidelines for course contingency: Courses shall have an enrollment of at least ten (10) students. If fewer than ten (10) students are enrolled, the University may choose on the first day of class to cancel the course. Courses with fewer than six (6) students enrolled should be cancelled, but responsibility for cancellations rests with the dean.

In recognition that curriculum needs for individual schools/colleges may vary, deans are provided the option to establish individual course contingency requirements (CCR) for their school/college. School/college CCRs will be established in writing and will include minimum student enrollment per course. Minimum enrollment standards may be in the form of a broad rule for all courses or specific contingencies for individual courses. Schools/colleges will submit CCRs to the Office of the Provost and will make them available to its faculty.

Compensation Policy for Termination and Course Contingency via Letters of Appointment

Temporary faculty are contracted to instruct a course via a Letter of Appointment for a fixed sum. Appointments may be terminated by the Provost at any time and for any reason without appeal.

Termination: Salary is paid based on the number of service days and work completed for each quarter in the nine-month academic year, regardless of the pay schedule selected. In the event employment ceases during the contract term, an appointee's entitlement to salary shall be based on the number of service days and work completed as a percentage of the salary for the entire agreement.

(Weekdays, including holidays, worked to date*) divided by (number of service days per quarter) = the percentage of work completed. (Work completed percentage) multiplied by (fixed sum amount) = total compensation.

*Weekdays, including holidays, worked are based on the normal operating hours of Seattle University, regardless of class meeting schedules.

Course Contingency:

- **Course Cancellation:** In the event that a contracted course is cancelled by the University on the first day of class based on the criteria set forth in the relevant CCR, the appointee shall receive a minimum payment of \$300 in consideration of preparation time. A larger sum may be conferred at the discretion of the dean of the school/college.