

Academic Continuity

The following section focuses on information related to continuity of the academic mission of the university.

Collection of GTF course work

In order to ensure that final grades can be issued, it will be important to collect any GTF maintained course related material for all courses supported by GTFs by Friday, November 21. The following language can be used to ask for this information.

In order to ensure that our students receive the grades they have worked hard for over the course of fall term, I need to collect copies of your syllabus (including any changes that you have made to the syllabus since the beginning of the term), class notes, grading notes, assignments (graded and ungraded) and any other documents you have relating to this [course, discussion section, lab, etc.]. Please provide me these documents by November 21.

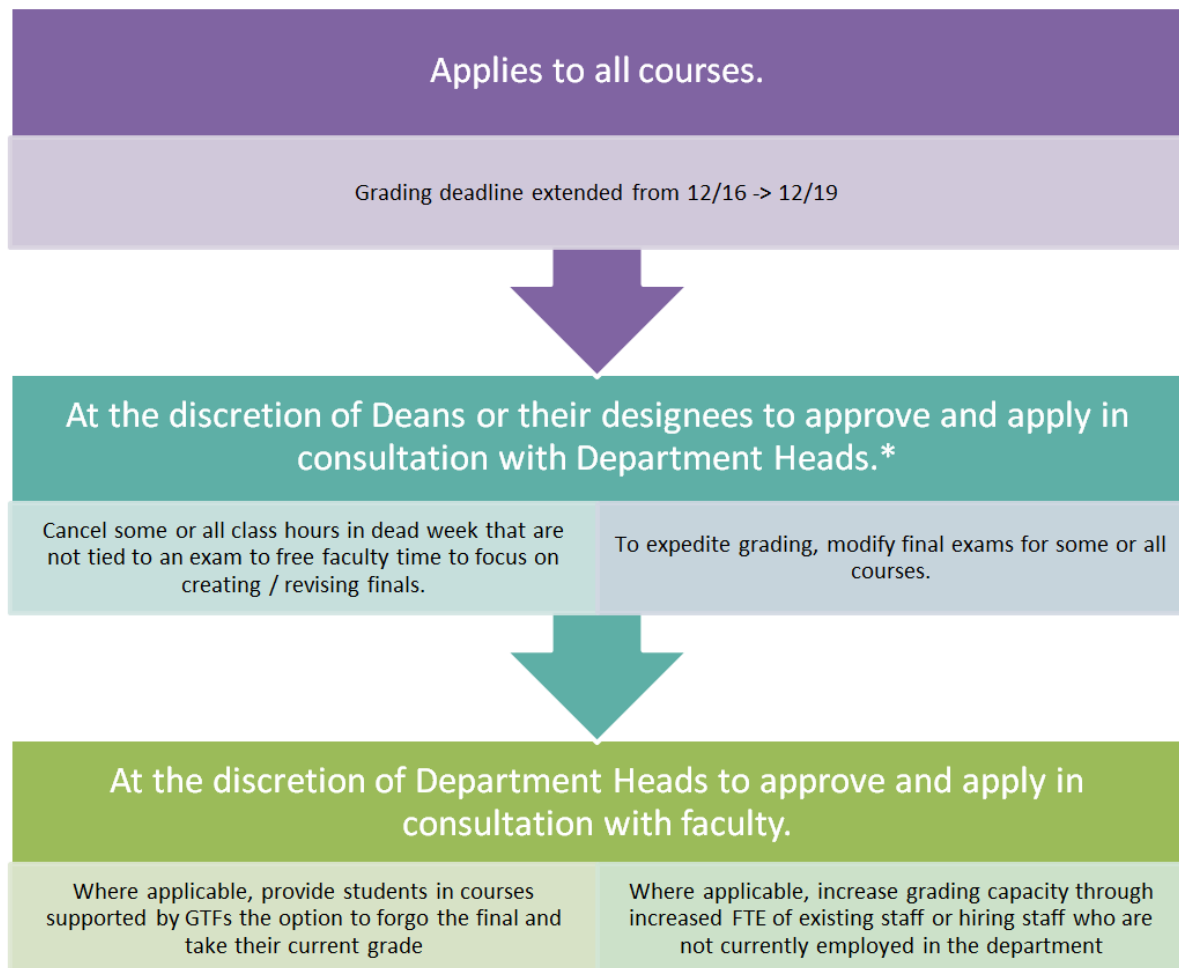
It is important to note that my intent in making this request is not to give you additional work or to change your current work assignment in any way. Therefore, if you think that it will be burdensome to collect copies of these documents, please let me know and I can assist you with that task.

If you do not receive this information by the deadline, please contact your Dean or Associate Dean. In cases where there is not sufficient information to assign a final grade, the X grade will need to be used and the impacts of those X grades will need to be addressed on a case by case basis.

Academic Coping Strategies

Continuity plans developed at the department level should focus on the goal of being able to provide a final grade by the time grades are due. As such, the following strategies will be and can be employed.

Please note that you cannot ask if a GTF plans to strike as part of your planning effort. Additional information on each strategy is detailed below the graphic.



Grading Deadline

- If a strike occurs, the grading deadline will be extended from Tuesday, December 16 to Friday, December 19. If a strike does not occur, the December 16 deadline will remain.
- Upon receipt of the 10 day notice, the Registrar's Office will be adding department heads as instructor of record for GTF supported courses. In addition, the follow-up survey noted in the next steps below will also ask departments to identify alternative faculty to be added as the instructor of record for given courses.
- There may be downstream impacts on functions that rely on grades being entered. Departments should put plans in place to continue those functions given the new timeline.

Cancelling some/all class hours not tied to an exam

- The premise of this strategy is to free up time for faculty to spend on modifying finals and/or grading of exams.
- Please note, faculty cannot ask GTFs if they plan to strike.
- If GTFs choose not to strike, those sessions can and should continue.
- This strategy can be applied College/School wide, department wide, or on a course by course basis.

Modify final exam formats to expedite grading

- The premise of this strategy is to reduce grading volume.
- Potential reformatting options may include:
 - Adjust oral exams from 1:1 sessions to small groups
 - Shift from essay to short answer format and /or change the page length for final essays
 - Note: there will likely be a pool of central resources available to help grade keyed exams where expertise in the topic is not needed.
 - Create a multiple choice exam that can be graded using a key or via scantron
- This strategy can be applied College/School wide, department wide, or on a course by course basis.
- Modifying finals will take time prior to a strike. Upon the 10 day notice, this work should commence. This work will be considered overload work for the faculty who take it on and compensation will be paid according the matrix provided later in this memo. Additional information on how this overload will be processed will be provided next week.

Option to forgo the final and take existing grade

- The premise of this strategy is to reduce the grading volume.
- This strategy can be applied department wide, or on a course by course basis.
- This strategy is only applicable to those courses where a significant portion of the final grade has already been earned.
- A final will still need to be available for those students who opt to take the final.

Increase capacity to grade

- The premise of this strategy is to increase capacity to complete grading.
- Hiring options may include:
 - Increasing the FTE of part time faculty
 - Hiring non-GTF graduate students
 - Hiring upper level undergraduate students
 - If this option is selected steps must be taken to ensure that grading is handled fairly (e.g., remove students names from exams or have them utilize their student ID numbers instead of name)
 - Hiring external resources with technical expertise
- Human Resources will centrally coordinate the paperwork to expedite increasing FTE and external hires.

Administrative and Research Continuity

The following section focuses on information related to continuity of administrative and research GTF functions. There are 2 basic coverage strategies for non-teaching GTF functions:

1. Suspend non-essential work during the strike.
2. Utilize existing staff to cover the essential assignments that cannot be suspended during the strike.

Overload compensation will be available for staff who take on the overload for work on approved essential assignments. There will be a vetting process to ensure that functions are essential to the university's mission. Additional details on this process will be available next week.

Compensation Summary

Please note that all overload costs will be covered centrally and it is recognized that there will be potential overload costs prior to the actual strike. Additionally, to allow academic departmental staff to focus on their priority academic continuity issues, Human Resources will be managing and processing all paperwork associated with overload and hiring of additional staff. More information will be provided next week about the details of those processes.

Academic Coverage

Faculty Overload

The following is the faculty overload compensation schedule. This applies to both represented and non-represented faculty as well as external, temporary adjunct faculty hired for this purpose. Faculty can take on multiple assignments below, which would result in the various FTEs being added together.

Overload Work Samples	Compensation Schedule
Covering entirely for a GTF sole instructor course (e.g., write exam, administer exam, and grade exam)	.40 of per week FTE per course
Writing exam for faculty led course where GTF would have written the exam	.20 of per week FTE per course
Grading exams for courses where GTFs serve supporting roles	.20 of per week FTE for GTF grading assignment being taken on. The FTE will be multiplied by the number of GTF assignments being taken on. For example, if 3 GTFs typically grade an exam and one faculty member takes all those assignments, then the .20 FTE would be multiplied by 3 = .60 FTE.
Proctoring exam	.05 of per week FTE per course

Non-Faculty Overload

This covers the compensation schedule for academic related overload that is picked up by non-faculty staff.

Overload Work Samples	Exempt OAs	Non-Exempt OAs	Non-GTF Grad Students	Upper Level Undergrads
Proctoring Exams	\$100 per exam	If work assignments cannot be adjusted, standard overtime rates and policies will be applied	Departmental Level 1 hourly rate (minimum is \$18.95/hour)	\$14/hour
Grading Keyed Exams	.20 per week FTE per course	If work assignments cannot be adjusted, standard overtime rates and policies will be applied	Departmental Level 1 hourly rate (minimum is \$18.95/hour)	\$14/hour

Administrative and Research Coverage

Compensation will be provided for those staff members providing coverage for essential GTF functions that cannot be suspended. Note: Essential functions will need to be vetted at the Dean or Vice Presidential level before overload work can be assigned.

Overload Work Samples	Exempt OAs	Non-Exempt OAs and Classified Staff¹	Non-GTF Grad Students	Upper Level Undergrads
Taking over an essential GTF assignment during the strike	Up to .30 per week FTE per assignment (depending on workload)	If work assignments cannot be adjusted, standard overtime rates and policies will be applied	Departmental Level 1 hourly rate (minimum is \$18.95/hour)	\$14/hour

¹ The assignment of duties during the strike period will be in compliance with the SEIU collective bargaining agreement.

Other Downstream Coverage

There will be some overload work associated with administrative processes that are impacted by the implementation of various coping strategies (e.g., handling course information submitted by GTFs in preparation, processes that depend on the finalization of grades, etc.)

Overload Work Samples	Exempt OAs	Non-Exempt OAs and Classified Staff²	Non-GTF Grad Students	Upper Level Undergrads
Taking on additional assignments related to the management of the strike	Up to .30 per week FTE per assignment (depending on workload)	If work assignments cannot be adjusted, standard overtime rates and policies will be applied	Departmental Level 1 hourly rate (minimum is \$18.95/hour)	\$14/hour

² The assignment of duties during the strike period will be in compliance with the SEIU collective bargaining agreement.

Next Steps

Departments should begin to identify which coping strategies will be applied and who will be responsible for implementing them. A survey will be coming out late next week similar to the initial impact survey you received in early September. The purpose of the survey is to catalog the coping strategies that departments are implementing for impacted courses and to gather feedback on where central support is needed for proctoring and grading keyed exams is needed.

Next week, more detailed information will be provided regarding strike related administrative processes including: hiring external resources, documenting overload work, and attendance tracking.