



UNIVERSITY OF OREGON  
College of Arts and Sciences

## CAS POLICY ON REPLACEMENT INSTRUCTION

April 2014

Under the new CAS budget system, departments will no longer receive a fixed amount (currently \$8,000 + OPE) for what used to be called "course buyouts." Instead, CAS will reimburse departments for the actual cost of any replacement instruction necessitated by the release of a regular instructor from a course(s) he or she would normally teach, whether in order to teach in a different academic program, to perform administrative service outside the department, or in connection with a grant or fellowship.

Replacement instruction will only be reimbursed when the course the instructor would otherwise have taught is crucial to the home department's curriculum (or that of another academic program) and/or needs to be offered in order to meet student demand at the anticipated level of enrollment.

### EXAMPLE

Prof. Smith, who normally teaches EC 202 to 340 students, is recruited to teach the same class to 30 students in the College Scholars program. The Economics department is unable to find a regular instructor to teach the large-enrollment version of EC 202 and must instead hire a GTF to do so. CAS reimburses the Economics department for the cost of hiring the GTF at the appropriate FTE.

Note that in many cases, no replacement instruction will be necessary. This is because departments can often fill curricular gaps, meet student demand, and maintain stable overall enrollments by shifting the teaching loads of other regular faculty in an equitable fashion.

### EXAMPLE

Prof. Jones, who normally teaches HIST 104 to 250 students, is recruited to teach HUM 101 to 225 students. Another regular faculty member in History agrees to teach HIST 104 instead of a small upper-division seminar, and there are enough seats available in other such seminars for students who need to take them. No replacement instruction is necessary, so no money changes hands.

In cases where replacement instruction is necessary, departments should contact the CAS Associate Dean for Undergraduate Education ([adue@uoregon.edu](mailto:adue@uoregon.edu)) and provide (1) a brief description of, and justification for, the need and why it cannot be met by existing instructors, and (2) a reasonable estimate of the cost of the replacement instruction needed. If applicable, they should also (3) indicate any known CBA-related issues that may constrain the hiring of adjunct faculty or the reassignment of NTTF or TTF faculty to the course in question.

**NOTE:** Course buyout revenues from non-CAS units (Honors College, First-Year Programs, Oregon Humanities Center, etc.), currently \$8,000 + OPE, will now be retained by CAS to help defray the cost of funding replacement instruction in CAS departments.

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