

CNS Emergency Instructional Resource Requests

Guidelines for Unexpected Instructional Resource Requests

Steps for Requesting Emergency Instructional Coverage

Step 1: Department Chair Notifies the Dean's Office

- Once the Chair learns of an emergency instructional need, the Chair informs the Associate Dean for Faculty Affairs and the Assistant Dean for Strategy and Planning of the need
- The Chair and Dean's Office discuss options for emergency coverage and develop an interim communication plan for students and other academic employees

Step 2: Department Chair and Dean's Office Finalize Plan for Emergency Instructional Coverage

- The Chair, Associate Dean for Faculty Affairs, and Assistant Dean for Strategy and Planning together develop a plan for emergency instructional coverage
- The Dean's Office will work with the Office of the Provost to request overload approval, if necessary
- The Chair notifies appropriate faculty of the emergency coverage plan, including the new instructor of record if one has been identified and approved by the Dean's Office
- The Chair notifies the new instructor of record about compensation determined in a plan put together by the Chair and Dean's Office

Step 3: Department Chair and Dean's Office Set Instructor Changes in Motion

- The Chair requests an instructor of record changes through the Office of the Registrar to formalize the appointment of a new instructor; this will authorize the new instructor to submit grades
- The new instructor requests access to course Canvas page through the University of Texas Information Technology Canvas support team

Step 4: Compensation Transaction is Facilitated by Dean's Office

- The Assistant Dean for Strategy and Planning will communicate timelines for any compensation deposits with both the new instructor of record and the department Chair

Frequently Asked Questions about Emergency Instruction

What constitutes an emergency instructional need?

An emergency instructional need is an unexpected teaching need due to extenuating circumstances that render an instructor of record unable to finish teaching a course. Such extenuating circumstances might include but are not limited to disciplinary actions, health complications, or death. There are many issues to consider and resolve in responding to an emergency instructional need, and timely communication between the department and the CNS Dean's Office is key.

Who is responsible for responding to emergency instructional needs?

Department Chairs are responsible for communicating emergency instructional needs to appropriate personnel in the Dean's Office, including the Associate Dean for Faculty Affairs and the Assistant Dean for Strategy and Planning. Chairs will suggest solutions for teaching coverage based on their understanding of current faculty content knowledge and workloads. Ultimately, emergency instruction requires approval from the Dean's Office.

How is compensation determined for emergency instructional coverage?

Emergency instruction compensation is approved by the Dean's Office on a case-by-case basis. Compensation is dependent upon many factors, including the date at which emergency instruction begins and the course workload. Different forms of compensation include a one-time stipend, a prorated non-tenure-track salary equivalent to the workload, or an unbalanced tenure-track course load in exchange for a future reduced course load in a specified semester. All compensation is determined by the Associate Dean for Faculty Affairs, and there are instances in which compensation will not be awarded (example: very few weeks of emergency instruction needed for a low credit-hour course). As a general best practice, department chairs are asked to arrange for emergency coverage from their tenure-track faculty if the course is more than halfway completed.

What happens if emergency instructional coverage requires overload approval?

The Associate Dean for Faculty Affairs will determine whether overload is necessary on a case-by-case basis. Should overload be required, the Associate Dean for Faculty Affairs will request university approval from the Office of the Provost.

What other considerations are necessary when emergency instructional coverage is approved?

Once emergency instructional coverage has been approved by the Dean's Office, the Department Chair communicates with the new instructor and ensures they have all necessary course access and authorizations. This includes but is not limited to changing the Instructor of Record in Canvas (UT IT Canvas Support Team) and on the course schedule (Office of the Registrar).

For situations where a department wishes to propose a different approach to meeting the emergency instructional need, what is the procedure?

Emergency instructional needs requesting co-teaching, additional TA support, or other non-standard resources require approval from the Dean's Office and are considered on a case-by-case basis.