

Select Deans and Department Chairs:

During the work stoppage called for by CUE on August 26, 27, and 28, most faculty and graduate student instructors chose to either meet their work commitments or to make alternate arrangements. You were asked to obtain in advance information from your instructors regarding any classes they intended to reschedule or relocate. You either have already reported that some classes in your unit were cancelled and did not meet or you have not yet provided the requested information. We must now take steps to adjust pay records for instructors who did not make alternate arrangements for their courses.

Attached is a sample communication which you should provide to each instructor who cancelled a class. The instructor is being asked to verify either that he/she rescheduled the class or acknowledge that their pay will be adjusted. Faculty salaries are to be adjusted on a teaching day basis. During the Fall Semester, there are 89 teaching days (holidays included), which means one teaching day is 1.12% of the semester. To calculate the daily rate, you should take the amount of pay for the semester (monthly payrate x percent time x months paid) and multiple the result by 1.12%. The result should be inserted into the letter. Once the instructor has signed the form, it should be forwarded to the Academic Personnel Office, which will process the adjustment.

Questions regarding the form or calculations can be addressed to the Academic Personnel Office (2-5626).

If there were Graduate Student Instructors, Readers, or Tutors in your unit who were absent without approval, you should contact Labor Relations (2-0429) for determination of the pay adjustment.

Paul R. Gray
Executive Vice Chancellor and Provost