

CALL FOR WINTER INTERSESSION COURSES

WINTER INTERSESSION 2021

Tuesday, January 5 - Wednesday, January 20

WINTER INTERSESSION COURSE PROPOSAL

Deadline is Monday, September 21, 2020

The School of Extended & International Education's Winter Intersession 2021 courses will be offered to matriculated SSU students and non-matriculated students (including students from other colleges/universities and junior college students). Due to the continued health concerns with COVID-19, all Intersession 2021 classes will be delivered virtually.

PROPOSAL PROCESS

Intersession course proposal forms may be submitted electronically (via email) to Julie Shell at julie.shell@sonoma.edu in the School of Extended and International Education (SEIE), and are due by Monday, September 21, 2020. All proposals must be approved by the Department Chair and the appropriate School Dean. SEIE accepts approvals by electronic signature or via email, however review and approval processes vary by academic school. **Please check with your Department Chair and/or Dean to confirm the approval process for your department.** Intersession Course Proposal forms can be found at <https://seie.sonoma.edu/resources-faculty/propose-courseprogram> under "Winter Intersession." Course information will be available for faculty review in early October. Faculty contracts will be sent out by November 30. For more information, contact Julie Shell at julie.shell@sonoma.edu.

FACULTY PAY

Faculty may teach up to 5 weighted teaching units (WTUs) during Winter Intersession.

Faculty will be paid according to the [Special Sessions 2322](#) salary schedule based on enrollment, course units, and faculty rank. Example: An associate professor teaching a 3-unit course with 20 students would receive \$2,569/unit, or \$7,707.

For enrollments exceeding the representative cap, an additional \$100 per enrollment per unit will be added to the pay according to the [SEIE Winter 2021 Pay Schedule](#). In the example above, the associate professor teaching 30 students would receive \$3,569/unit, or \$10,707.

The Unit-3 Faculty Collective Bargaining Agreement (Article 36) and the CSU System-Wide Additional Employment Policy (HR 2002-05) limit total employment in the California State University system to a total of 125%. Academic year faculty may teach during intersession but is limited to no more than 5 units in the Winter Intersession across the CSU system. Caution must be taken so that the number of units assigned over the length of the intersession course does not exceed the allowable overage. It is your responsibility to monitor and not violate the 5 unit/125% rule.

ENROLLMENT CAPS

Enrollment limits should be identified on the course proposal form and approved by the Department Chair and/or Dean. No course is to exceed 40 students. Classes without an identified cap will have a default cap of 25.

Generally, instructors are expected to teach classes with 12 or more enrollments, except under extraordinary circumstances. Classes with fewer than 12 enrollments may be canceled for low enrollment at the discretion of the instructor. Please be sure to set an enrollment minimum on your proposal. Classes will not be automatically canceled for low enrollment without a minimum identified in advance. No classes will be canceled after December 11 in order to protect the students who have made their plans and enrolled.

Intersession paychecks will be issued mid-February.

SCHEDULING

January 5 – 20, 2020: 11 Instructional Days (Monday – Friday)

No classes Monday, January 18 (MLK Holiday)

SCHEDULING FORMAT

Intersession classes run Monday through Friday, and can be synchronous or asynchronous, with **15 hours of virtual classroom time and/or online instructional content required for each academic unit** in lecture/discussion courses. Lab and activity courses require additional hours.

- 3-unit classes require **3 hours, 50 minutes daily**
- 4-unit classes require **5 hours, 20 minutes daily**

Please direct any questions to Julie Shell at julie.shell@sonoma.edu.

CLASSROOMS AND CLASSROOM TECHNOLOGY

Please note: Classes scheduled as fully-online **must be approved for that delivery mode in the SSU catalog or have received a temporary approval to comply with SSU's Covid 19 protocols.** Please see the SSU catalog to confirm that your class is approved for fully-online delivery. If your class has not been approved to be offered online, please consult with your department—you may need to submit a Course Revision Form in Curriculog prior to offering your Intersession 2021 course. Please contact Julie Shell for more information.

REQUESTING A TA OR GRADER

Due to the restraints of the hiring process, we are not able to accommodate late requests to add a TA, ISA, or grader for All requests for TAs, graders, or paid speakers for Intersession 2021 are subject to approval. **Consistent with the Chancellor's mandate to slow hiring across the CSU, all vacant positions may only be posted, and personnel actions processed (emergency hires, reappoints/extensions, reclasses, in-range progressions, temp assignments, student assistants), with presidential approval.** Please contact Julie Shell for more information.

CLASS REQUISITES

Intersession courses are scheduled with the standard SSU pre-requisites listed in the University catalog unless a specific request is made to modify those requisites. Please indicate in the Course Information section of the proposal form if you would like to waive or change some or all of the requisites for your course. Pre-requisite waivers are subject to the approval of your Department Chair and Dean.

ENROLLMENT AND FEES

Enrollment and payment for these courses will be handled through SEIE. Fees for all courses offered through SEIE are in addition to the regular fees charged for university courses. Registration begins online in October via MySSU for matriculated students and through the SEIE website for non-matriculated students.

We look forward to working with you!



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