



April 7, 2023

From: Dr. Constancio Nakuma, Provost and Exec. Vice Chancellor for Academic & Student Affairs
Dr. Turan Kayaoglu, Associate Vice Chancellor for Faculty Affairs

To: Deans and Associate Deans

CC: Dr. Michelle Marks, Chancellor
Dr. Joanne Addison, Chair of Faculty Assembly
Dr. Elizabeth Pugliano, President of UCDALI

Re: **Course Cancellations Guidance**

We released the [IRC Task Force roadmap to action](#) last fall in response to the IRC Task Force Recommendations. This roadmap lays out numerous plans to address the long-standing challenges faced by the IRC Faculty—including promotion increases and multi-year contracts—and focuses on creating a culture of belonging and affirmation for all faculty.

In this context, we also want to compensate Lecturers in the event of canceled courses. Significant variations exist in course cancellation rates across academic units and semesters. We understand that there is a balance between curriculum flexibility and the protection of Lecturers, and the following measures will help us to balance them better.

- This applies as soon as the letter of offer has been signed by all parties. We encourage schools and colleges to complete hiring paperwork in a timely manner.
- We ask you to institute a \$500 payment to affected Lecturers for any course(s) canceled in Fall and Spring semesters within two weeks of the first day of classes, effective Fall 2023. In Spring semesters, if there are less than two weeks between the first work day of the year and the start of classes, this will apply for course cancellations made after the first work day.
- We encourage you to find other solutions first rather than bumping or canceling a Lecturer's course. Bumping out and canceling the course should be a last resort measure.
- We urge you to use the Decision Support Toolkit and other data-informed approaches to minimize course cancellations, which adversely impact students, faculty, and staff.
- We request that you revise your course-cancellation policies accordingly and monitor any unanticipated consequences on student enrollment in AY 2023-24.
- We suggest you discuss reasons for course cancellations and the possible consequences of this guidance on enrollment at Associate Deans meetings in Fall 2023 and Spring 2024.
- We recommend against prorating payments to Lecturers for courses with low enrollment in Fall and Spring semesters to avoid widening the existing inequities between rostered faculty and Lecturers. Prorating may be considered in other periods or in D2-funded programs, with a written policy, developed collaboratively with faculty in a shared governance framework, that doesn't differentiate the faculty based on ranks or tracks, including Lecturers.