

February 13, 2003

**MEMORANDUM**

To: Katherine Bartlett  
Douglas T. Breeden  
William H. Chafe  
Mary Champagne  
Kristina M. Johnson  
L. Gregory Jones  
William H. Schlesinger  
Lewis Siegel  
R. Sanders Williams, M. D.

From: Peter Lange

Re: Cross-School Teaching Implementation

In September, I provided you with a proposal to facilitate cross school teaching at Duke. I write to you now to provide a final policy document outlining this three year trial program. **You are asked to email this policy statement to all relevant faculty within your school as soon as possible, appending whatever supportive cover note you wish.**

The cross-school teaching trial program is straightforward and, with the partial exception of the School of Medicine case, relatively simple to negotiate and administer. Only time will tell if it is also effective in moving us further along toward our strategic goal. The policy will be effective July 1, 2003 and will be reviewed in the third year of its implementation (2005-2006). That review will be conducted by my office and then shared with the Deans Cabinet and the appropriate faculty committees for discussion and recommendation about whether the policy should be continued. In order to make such a review effective, we will assemble data on the current levels of cross-school teaching and track how many faculty take advantage of the new policy.

This memo and attached policy will be posted for reference on the Provost's Office website under "Major Policies and Documents" and the *Faculty Handbook* will be updated appropriately.

Attachment

PL/pjm

c: James S. Roberts  
Kimberley A. Harris  
Amy B. Oates  
School Business Managers

## Cross-School Teaching Policy

Effective August 2003, for a trial period of three years, a cross-school teaching program will be implemented. This program has been designed to enhance opportunities for interdisciplinary teaching and research at Duke University, and is available in cases in which inter-school exchanges or other cooperative arrangements are not in place or cannot be reached.

Rather than compensating the school for “lost” time due to cross-teaching arrangements, the participating faculty member would be granted an honorarium, in addition to his or her regular salary, for the teaching being done, with that teaching being *above* the faculty member’s regular load. Such extra teaching would be entirely voluntary and would not reduce research expectations of the faculty member. Only one such course may be taught in any academic year and there may be no reduction in the faculty member’s regular teaching load as a result of the cross-school teaching.

During this trial period, an initial “target value” of \$10,000 has been set which will be the expected honorarium to be paid to faculty *above regular salary* for cross-school teaching of a full-semester course. For lesser amounts of teaching, down to half a course, faculty members would receive less, and one or a very few “visiting” lectures would remain, as they generally are now, uncompensated or minimally compensated. Faculty participating in jointly taught courses would be eligible for full compensation.

The honorarium is taxable to the faculty member; it is also subject to the normal fringe benefit rate and thus figures into the university’s contribution to faculty retirement accounts. The honorarium is regarded as “extraordinary pay” under the terms of Chapter 4 of the Faculty Handbook and thus does not limit a faculty member’s eligibility for summer research support.

It should be noted that cross-school teaching without additional compensation should be an expectation for all faculty teaching in Ph.D. programs in the Graduate School.

In order to monitor this trial program and be in a position to provide assurance that cross-school teaching under this policy is additional to all standard faculty expectations, a faculty member’s dean or department chair should concur in proposed teaching arrangements. All such arrangements will require written agreements signed by the dean or department chair requesting the teaching and by the faculty member offering it. Signed agreements should be copied to both the Provost’s Office and the office of the faculty member’s dean or chair. Deans and chairs are expected to be especially sensitive to the situation of untenured faculty and ensure that such arrangements do not detract from a tenure candidate’s research progress.

Because of the different structure for compensation in the School of Medicine, a special arrangement for Medical School faculty who would teach in campus departments has been developed. For faculty who are making their minimum expected contribution from grants and other sources toward their salary (50% for Basic Science faculty, 80% for Clinical faculty), the arrangement will be as above. For those whose contribution to salary is below the expected minimum level, the same arrangement will apply, but the

faculty member will need to consult with his or her chair to determine whether the cross-school teaching honorarium will go to the faculty member or to the faculty member's department as a contribution toward the faculty member's expected departmental salary return. In all cases, School of Medicine faculty will, like faculty throughout the University, need to notify their chairs when they enter into a cross-school teaching arrangement. In the School of Medicine case, however, the chair's agreement will be required when the salary contribution is below 50%.

Finally, a review of this program will be conducted toward the end of the third year to assess its effectiveness. This evaluation will be used in determining whether the policy should be continued beyond the trial period.