

1 Principles:

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3 1. The College and the American English Institute (AEI) want the AEI to be a vibrant institution  
4 during both high and low enrollment periods. It recognizes that instructors are vital in achieving  
5 this goal, and that it is also critical to have a stable core group of Career instructors as the  
6 foundation of AEI’s educational operations.

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8 2. The AEI is subject to fluctuations in enrollments that are uncommonly volatile relative to any  
9 other program on campus. There are both substantial short-run fluctuations and long-run  
10 trends that are difficult to forecast. In recent years (and currently) it has not been uncommon  
11 for the AEI to have twice (or more) the amount of FTE committed to instruction than is actually  
12 needed to address enrollment, resulting in large losses to AEI and the College. As a result, the  
13 ability of AEI to flexibly scale its instructional expenses to its enrollments is critical for remaining  
14 viable.

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16 Proposal:

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18 **1. Core Faculty.**

19 *a. Employment:* The AEI will maintain a core group of Career instructors (“Core  
20 Faculty”) who will maintain an annualized FTE of 0.67 to 1.0 FTE. FTE assignments  
21 will be based on enrollment and operational needs, as well as faculty preferences  
22 when enrollment and operational needs allow. Except as stated in this MOU, the  
23 Core Faculty members will have the terms and conditions of employment for Career  
24 faculty under the CBA. Each term, FTE for Core Faculty will be communicated at least  
25 60 days before the start of the term – once communicated during sixty-daypre-term  
26 time frame, FTE for the following term cannot be changed without the Core Faculty  
27 member’s consent.

28 *b. Core Faculty Minimum Percentage:* The total FTE allocated to the Core Faculty will  
29 be at least 25% of the AEI’s combined total FTE in its AEIS and IEP programs (“Core  
30 Faculty Minimum Percentage”). Except as stated in the Transition Section below, the  
31 number of Core Faculty will be based on the Core Faculty Minimum Percentage. If  
32 AEI enrollments are such that the actual FTE of the Core Faculty falls below the Core  
33 Faculty Minimum Percentage for the past year, and if enrollments for the following  
34 year are forecast to be at the same level or higher as the past year, one or more  
35 instructors from the AEI Instructor Pool will be converted to Career instructor and  
36 added to the Core Faculty, thus increasing the forecasted FTE of Core Faculty to at  
37 least 25% of total FTE. Determination of who is converted to Core Faculty out of the  
38 AEI instructor pool will be based on programmatic need (grant awardees, specific  
39 educational background such as a Ph.D. or specialized training), rank (including  
40 Affiliate status explained below), past performance for AEI, and years of teaching  
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**2. AEI Instructor Pool.**

- a. *Pool:* The AEI will maintain a pool of instructors as ongoing Pro Tem Faculty to fill the remaining FTE (i.e. the FTE remaining after Core Faculty assignments have been made) each year. The pool will be called the AEI Instructor Pool. Instructors can be in this pool for AEI indefinitely, unless they are removed through section c below or through other provisions of the CBA, without any obligation by the UO to convert them to a Career instructor.
  
- b. *Pool Assignments:* When FTE is available, FTE assignments will be based on programmatic need (grant awardees, specific educational background such as a Ph.D. or specialized training), past performance, rank, and years of experience teaching for the AEI criteria that will be publicly available (these criteria and others will be in the prioritization matrix). The criteria in the prioritization matrix can only be amended through mutual agreement between the University and the Core Faculty.
  
- c. *FTE:* FTE assignment will follow a process of providing the faculty with the highest-rank using the prioritization matrix with courses until they have a full 1.0 FTE assignment for the term, or they have declined an assignment, before turning to the second-highest-rank instructor, and so forth through the pool as course assignments become available. Faculty who have declined FTE assignments for four consecutive quarters may be removed from the pool.
  
- d. *Instructor preferences:* AEI may continue the practice of obtaining instructor scheduling preferences for faculty members in the pool and considering those preferences when assigning FTE to them. A faculty member does not “decline” a course by submitting their preferences through AEI’s instructor preference process unless the faculty member states that they are not available to work that academic year, which will count as two declinations.

**3. Transition.**

- a. *Core Faculty Transition:* For AY 21-22, there will be up to six Core Faculty. Core Faculty will be those faculty members who hold the rank of Senior Instructor II in AY 20-21 or who receive promotion to Senior Instructor II in AY 21-22. If there are more than six faculty who meet these criteria, the six Core Faculty will be selected using the current AEI priority matrix.
  
- b. *Remaining Faculty Transition:* All remaining instructors in the AEI will be given notice as soon as possible and will be placed into the AEI Instructor Pool beginning in AY 2021-22. Notwithstanding the above, faculty placed in the AEI Instructor Pool through this transition process will be provided with FTE in AY 20-21 equivalent to the FTE left in their current Career contracts.



