

# School of Education Standard Protocols for Academic Programs and Academic Personnel

Updated August 22, 2022

To provide more transparency and consistency, the School of Education (SOE) Academic Program and Personnel Leadership have developed this new online record of all of the standards related to course planning and academic personnel procedures. The document will allow all faculty to have access to current information. As new protocols are approved, they will be added to this document.

All exceptions to standard protocols will be reviewed by the School's Academic Leadership Team consisting of the Dean, Associate Dean, and Department Chair.

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## Glossary of Terms

Terminology	Definition
Active Service Modified Duties (ASMD)	<ul style="list-style-type: none"> <li>● A <a href="#">Work Life Program</a> benefit that allows new parents who have at least 50% responsibility for the care of their child to be released from a course.</li> </ul> <p><b>Pre-approval is required.</b></p>
Additional Compensation	<ul style="list-style-type: none"> <li>● Any compensation over and above normal salary, such as summer salary/compensation, honorarium, or an administrative stipend.</li> </ul> <p><b>Pre-approval is required.</b></p>
Course Buyout	<ul style="list-style-type: none"> <li>● A buyout is when the faculty member has a grant and would like to work on that grant instead of teaching in a specific quarter. The buyout is equal to 1/9th of their salary and charged to the grant during the quarter of the buyout.</li> <li>● Buyouts only release from teaching a course, faculty are still responsible for research and service.</li> <li>● An individual faculty can receive up to 3/9ths total in any academic year, however, it is usually limited to 1/9th.</li> </ul> <p><b>Pre-approval is required.</b></p>

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<p>Course Release (unfunded)</p>	<ul style="list-style-type: none"> <li>● Course releases can be given by the Dean or outside entities that release from a course only, faculty are still responsible for research and service. <ul style="list-style-type: none"> <li>○ Examples: <ul style="list-style-type: none"> <li>● Campus or Other Awards (that stipulate a release)</li> <li>● SOE Leadership Appointments</li> <li>● Dean's Release</li> </ul> </li> </ul> </li> </ul> <p><b>Pre-approval is required.</b></p>
<p>Course Release (funded)</p>	<ul style="list-style-type: none"> <li>● Campus or Other Release that is funded - <ul style="list-style-type: none"> <li>○ “any type of course release that comes with financial reimbursement must demonstrate a net new cost associated with the course; we need to demonstrate that we hired someone to replace it or risk losing the funds.”</li> </ul> </li> <li>● Campus verifies that courses have been replaced and will not release funds if they have not.</li> <li>● Faculty are still responsible for research and service.</li> </ul> <p><b>Pre-approval is required.</b></p>
<p>Leaves</p>	<p>“Academic year appointees are expected to be present from the beginning of the Fall Semester (Quarter) through the end of the Spring Semester (Quarter). Any appointee returning after the beginning of the Fall Semester (Quarter) or leaving before the end of the Spring Semester (Quarter) should apply in advance for a leave of absence in accordance with these sections.” <a href="#">APM 700-0</a></p> <p>Examples:</p> <ul style="list-style-type: none"> <li>● Family Care FMLA</li> <li>● Personal Illness FMLA (Including childbearing)</li> <li>● Professional Development Sabbatical</li> <li>● Unpaid Personal Leave</li> <li>● Other</li> </ul> <p><b>Pre-approval is required.</b></p>
<p>Lecturer with Security of Employment (LSOE)</p>	<p>“a. The Lecturer with Security of Employment (LSOE) series is used for appointees who are members of the faculty of an academic or professional college, school, division, department, or program of the University whose primary responsibility is teaching and teaching-related tasks and secondary responsibility is professional and/or scholarly achievement and activity, including creative activity, especially as they relate to instruction and pedagogy. The faculty in this series also have responsibility for University and public service.</p> <p>b. An appointee in this series will regularly carry a heavier load of teaching than appointees in the professorial series.” <a href="#">APM 285-4</a></p>

Sabbatical	<ul style="list-style-type: none"> <li>An individual on a regularly approved sabbatical leave is excused from all regular duties to enable full-time effort to research and/or study.</li> </ul> <p><b>Pre-approval is required.</b></p>
Sabbatical in residence	<ul style="list-style-type: none"> <li>Sabbatical leave in residence at the University may be granted to a faculty member who is eligible for a regular sabbatical and who, in addition to a program of research and/or study, will teach at the University of California.</li> </ul> <p><b>Pre-approval is required.</b></p>
Summer Compensation (or Summer Salary)	<ul style="list-style-type: none"> <li>Up to three months of summer compensation can be paid to an academic-year employee for work that they are doing <i>during the summer</i>. Each month is a ninth of the academic's annual salary. Funding can come from grants, startup monies, administrative payments, etc.</li> </ul> <p><b>Pre-approval is required.</b></p>

## Teaching Load and Assignments

### Teaching Load

Primary Staff Contact: Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ School of Education teaching load for Academic Senate faculty is four courses.
- ❖ School of Education teaching load for LSOE/ Professors of Teaching is five to six courses.
- ❖ School of Education teaching load for Unit 18 lecturers and/or supervisors is assigned according to current contract and SOE IWC calculations (see Unit 18 Contract and Specifics below).
- ❖ Teaching load can only be reduced by **approved** releases or sabbaticals.
- ❖ All Senate and LSOE faculty teaching should be teaching courses in Undergraduate, PhD and one Professional Program (CANDEL or Teacher Education).

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

### Course Assignments for Senate Faculty, LSOE and Unit 18

Primary Staff Contact: Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ All course assignments will be made based on overall Program needs and in consultation with the Program Chairs and the Associate Dean.
- ❖ Course requests will be gathered via the [Course Planning Request](#) form from all faculty.
- ❖ All course assignment changes need to be made using the [Change Course Request](#) form, and the appropriate people will be contacted.
  - It is extremely important that faculty do not try to cover their “own” courses or make their own arrangements for course coverage. Scheduling and course coverage decisions will be made with all programs in mind.
- ❖ Unit 18 lecturer and lecturer/supervisor positions are assigned by seniority and in accordance with current contract guidance.

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

### Multiple Course Releases in a Year

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ One course release of any type can be approved by the Associate Dean.
- ❖ In order to reduce load by two or more, approval is needed from the Dean.
  - Overall teaching schedules will be taken into consideration.
  - Approval must be requested using the [Course Release Request](#) form.

Approved By Dean Lauren Lindstrom	Date - September 2018
Revised	Date

### Program Related Special Requests/Circumstances

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ All special requests/circumstances related to Program will be made after
  - Staff analysis
  - Consultation with affected Program Chair(s)
- ❖ Final decision made by the School’s Academic Leadership Team consisting of the Dean, Associate Dean and Department Chair.

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## Course Assignments for Associate Dean, Department Chair and Program Chairs

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ The Dean will approve the course assignments for the Associate Dean.
- ❖ The Associate Dean will approve course assignments for the Department Chair and Program Chairs.

Approved By - Dean Lauren Lindstrom	Date - September 2018
Revised	Date

# Releases and Leaves

## Course Buyout

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ In order to have a buyout be considered for the next academic year, the faculty must have enough external funding to cover the buyout at the time the request is submitted.
- ❖ Faculty must initiate the [Course Buyout Request](#) form by October 18, 2021 to be considered for 2022-23 academic year.
  - Future deadlines will be determined by the Associate Dean of Academic Programs each year and announced in May.
- ❖ Course Buyouts are not guaranteed and can be denied if the impact on Academic Programs is too great or it creates an unreasonably light teaching load.
- ❖ Once approved, any changes must be approved by the Academic Leadership Team using the [Change Course Request](#) form.

Approved by - Dean Lauren Lindstrom, Associate Dean Maisha Winn, Department Chair Michal Kurlaender and reviewed by Faculty	Date - Spring 2021
Revised	Date

## Course Releases

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ Faculty must initiate the Course Release Request form by the deadline (usually mid-October) to be considered for the following academic year.
  - Future deadlines will be determined by the Associate Dean of Academic Programs each year and announced in May.
- ❖ Course releases are not guaranteed and can be denied if the impact on overall Academic Programs is too great or it creates an unreasonably light teaching load.
- ❖ If the release is funded by campus or another entity, then “any type of course release that comes with financial reimbursement must demonstrate a net new cost associated with the course; we need to demonstrate that we hired someone to replace it or risk losing the funds.”
  - Campus verifies that courses have been replaced and will not release funds if they have not.
- ❖ Once requested, changes must be approved by the Academic Leadership Team using the [Change Course Request](#) form.

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## Medical and Family Leaves

**Primary contact:** Marcia Woods | mlwoods@ucdavis.edu | 754-9442

- ❖ Medical and Family Leaves are covered by the [APM](#) and the [Work Life Program](#).
  - Medical Leave ([APM 710-11](#))
  - Family Care and Bonding (PFCB) ([APM 715-20](#))
  - Parental Leave & Active Service-Modified Duties (ASMD) ([Work Life](#))
- ❖ [Link to Faculty Guide and Detailed Process](#)

Approved By - Campus Policy	Date
Revised	Date

## Sabbaticals/Sabbaticals-in-residence

**Primary Contact:** Amanda Toering | atoering@ucdavis.edu | 752-8309

- ❖ If a faculty member is on sabbatical for two quarters, the expectation is that they will teach one large course. This course must be an Undergraduate course of 80 or higher.
  - The large Undergraduate course cannot be bought out or released.
  - The faculty member could also request to teach two smaller courses in CANDEL, PhD or TE, one of which could be bought out or released.
    - This request would be approved by the Associate Dean, in consultation with the appropriate Program Chair(s).
- ❖ If a faculty member is on sabbatical for one quarter, the expectation is that they teach three classes;
- ❖ If a faculty member is taking a "sabbatical-in-residence," they will be expected to teach one class during the quarter.
- ❖ The Department Chair will make decisions about sabbatical-related service.
- ❖ [Link to Detailed Process](#)

Approved By	Date
Dean Lauren Lindstrom, Associate Dean Maisha Winn, Department Chair Michal Kurlaender	Fall 2020



Revised	Date
Dean Lauren Lindstrom, Associate Dean Maisha Winn, Department Chair Michal Kurlaender	Fall 2021

# Instructional Information and Resources

## Books/Bookstore

**Primary Staff Contact: SOE Academic Programs | [SOEAcademicPrograms@ucdavis.edu](mailto:SOEAcademicPrograms@ucdavis.edu) |**

- ❖ It is recommended that all books be ordered through the Bookstore so that students can purchase them there if needed.
- ❖ All Undergraduate and Teacher Education books are required to be ordered from the Bookstore due to requirements for students who have their books paid for by outside sources (e.g., Veterans, other scholarships).
- ❖ Students are not required to purchase from the Bookstore, but books should be available to them.

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## Course Evaluations

**Primary Staff Contact: SOE Academic Programs | [SOEAcademicPrograms@ucdavis.edu](mailto:SOEAcademicPrograms@ucdavis.edu) |**

- ❖ All regular quarter courses will open the course evaluations the 10th week of the quarter, for five days, as assigned by the ACE system, but usually Monday - Friday.
- ❖ CANDEL, MA Year 2 and TE courses not meeting on a regular schedule will be opened the last day of class for a period of five days.
- ❖ Faculty can request their class be opened on a different date. The request must be made by the end of the 8th week in writing to [AcademicPrograms@ucdavis.edu](mailto:AcademicPrograms@ucdavis.edu) (do not write to individual staff members).
  - Evaluations will be opened the date requested and remain open for five days. If this causes the evaluations to be open into the grading period it is the faculty member's responsibility to not turn grades in until the evaluations turn off.
- ❖ No changes to the dates will be made after evaluations have opened.
- ❖ The ACE system automatically sends emails to students every day the evaluations are open and the student has any evaluations to complete.
  - This email is prescribed by campus, not by SOE.
- ❖ Faculty and TAs can access their evaluations after grades have been turned in.
- ❖ It is recommended that you download your evaluations and review them each quarter.
  - A reminder to review evaluations will go out to faculty at the end of each quarter.

Approved By - Associate Dean Cynthia Carter Ching	Date - May 2017
Revised	Date

## First Year Aggie Connections

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ First-Year Aggie Connections (FYAC) is a fun and interactive program for all new freshmen, transfer and international students. "Connections" are small groups based around a shared purpose, interest or theme and meet regularly for one academic quarter. This program aims to foster fun experiences that empower students to navigate their first year at UC Davis.
- ❖ Most FYAC are non-credit, but you can also request 1 or 2 units of credit as an Edu 098 or Edu 198.
- ❖ <https://opportunity.ucdavis.edu/programs/aggie-connect>

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## First-Year Seminars (formerly Freshman Seminars)

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ Senate faculty may teach First-Year Seminars on overload.
- ❖ Unit 18 may teach First-Year Seminars as volunteers as long as they have an active full-time appointment in SOE.
- ❖ <https://fys.ucdavis.edu>

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## Honors Courses

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ Faculty may request to teach a course in the Honors Program only if their regular (non-honors) course can be replaced by a lecturer or AI hire.
- ❖ Honors program teaching is limited and must be requested during the Program Planning timeframe using the Course Release Request Form.
- ❖ If approved by SOE, faculty must apply to teach in Honors.

- ❖ Honors courses are taught as part of faculty's regular load, not on overload.
- ❖ <https://honors.ucdavis.edu>

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## Summer Sessions/Quarter

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ Senate faculty do not teach in Summer Sessions.
- ❖ AI's are hired for Summer Sessions (or occasionally other lecturers as needed).
- ❖ Faculty who have students who want to teach should recommend they start with Summer Sessions.
- ❖ Senate faculty teaching in Teacher Education during the Summer Quarter can count this teaching towards their academic year load.

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## TA/Reader Assignment Criteria

**Primary Staff Contact:** SOE Academic Programs | [SOEAcademicPrograms@ucdavis.edu](mailto:SOEAcademicPrograms@ucdavis.edu) |

- ❖ TA's are assigned to courses based on the following criteria

Units	Enrollment	Number of Instructors	TA Percentage
4	40+	1	25%
4	80+	1	50%
3	60+	1	25%
3	120+	1	50%
2	80+	1	25%
2	160+	1	50%

- ❖ New courses, or courses that did not meet enrollment the previous year, may only be assigned one TA until enrollment is available.
  - If a course is co-taught it reduces, or, depending on size, eliminates TA assignment (e.g., when a 2 unit course is taught with 80 students and two instructors there is no TA assigned).
- ❖ Readers are assigned to courses that meet the TA Criteria, but when a TA is unavailable.

Approved - Associate Dean Sharon Dugdale	Date - pre January 2006
Approved By - Academic Leadership Team	Date - September 2021

## **Associate In (AI) Positions for Graduate Students**

**Primary Staff Contact:** Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

- ❖ The call for Academic year AI positions goes out in the Spring of each year approximately the same time as the TA Call.
- ❖ The Call for Summer AIs goes out in early October. It is preferred that students AI during the Summer before taking on a larger course during the year.
- ❖ SOE should not use AIs to cover important courses, but for students to gain experience.
- ❖ Students must pass quals before they can teach as AIs (with very few exceptions).
- ❖ Students cannot generally AI more than once a year.
- ❖ For faculty advising students, please recommend that they TA for the course(s) they want to teach for, and make sure they pass quals early so they are eligible to AI.

Approved By - Academic Leadership Team	Date - September 2021
Revised	Date

## **Syllabi and Office Hour Requirements**

**Primary Staff Contact:** SOE Academic Programs | [SOEAcademicPrograms@ucdavis.edu](mailto:SOEAcademicPrograms@ucdavis.edu) |

- ❖ The Academic Senate requires that all courses have a posted syllabus, even in Canvas.
  - SOE has a syllabi [template](#) to help ensure syllabi include everything that is recommended.
- ❖ By the end of the first week of instruction campus requires that:
  - Instructors provide students with a course outline containing information regarding the anticipated: topical content of the course, amount and kind of work expected, examination and grading procedures, and notice of the Code of Academic Conduct.
  - Office hours of the instructor will be made available to the students.

Please see other Academic Policies below

Approved By UC Davis Academic Senate	Date
Revised	Date

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# Additional Academic Compensation ([APM IV.600-680](#)) **DRAFT**

Primary Staff Contact: Amanda Toering | [ajtoering@ucdavis.edu](mailto:ajtoering@ucdavis.edu) | 530-752-8309

## When payments cannot be made:

- ❖ Additional compensation ***cannot*** be paid to professional academics ***during service periods*** (usually the beginning of fall quarter through the end of spring quarter) if they ***hold a 100% appointment.***, except in very limited circumstances. ([APM 600](#))
  - The only exceptions are stipends to administrators (i.e., dept chair, dean, etc.) ([APM 633](#)), honorarium for concerts and creative works, and in limited situations payments for work done on campuses other than the home campus ([APM 666](#)).

## When payments ***can*** be made:

### Summer Payments

- ❖ Additional compensation ***can*** be made to ***any*** professional academic during time ***between service periods*** (i.e., between the last day of spring quarter and the first day of fall quarter). ([APM 600](#))
  - Payments can be made by submitting a [Summer Salary/Compensation Request](#). Requests must be approved ***prior*** to the work being completed, and should be submitted a minimum of two weeks beforehand.
  - For summer teaching, an [Instructor Assignment and Hire Request \(IAHR\)](#) should be submitted, instead of a Summer Compensation form.

### Part-time Academics

- ❖ Additional compensation ***can*** be made during ***service periods*** (usually the beginning of fall quarter through the end of spring quarter for those appointed all three quarters) to an academic who holds ***less than a 100% appointment.*** ([APM 600](#))
  - This compensation should be made by submitting a request for a supplemental or augmented assignment using the [Instructor Assignment and Hire Request](#).
  - If the amount of the payment is too minimal to reasonably increase an appointment, one-time payments can be requested by submitting an [Additional Compensation Request](#). Requests must be approved ***prior*** to the work being completed, and should be submitted a minimum of two weeks beforehand.
  - The SOE Department Chair's Office will calculate and track the IWCs for represented academics based on the information submitted on either the IAHR form or the Additional Compensation form. ([AFT MOU, Article 24](#))

## Student Academics

- ❖ Additional compensation *can often* be made to student academics while they hold an academic appointment in the SOE.
  - [Graduate Studies](#)' approval is required and will be obtained by SOE department level academic personnel.
  - This compensation should be requested using the [Additional Compensation Request](#).

**Precedence does not guarantee that a payment will be approved.**

Approved By: Academic Personnel Manual	Date:
Revised	Date

## Academic Campus Policies and Links

Primary Staff Contact for Campus Academic Policies: Kerry Hasa | [klhasa@ucdavis.edu](mailto:klhasa@ucdavis.edu) | 530-754-9751

Important campus policies and links will be added here. Links will be available for more detailed information, only the most pertinent information will be highlighted.

### [Academic Senate - Davis Division Regulations](#)

537. Course Outline Requirement (Am. 9/1/2018)

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- (A ) By the end of the first week of instruction, the instructor will provide students with a course outline containing information regarding the anticipated: topical content of the course, amount and kind of work expected, examination and grading procedures, and notice of the Code of Academic Conduct. (Am. 9/1/2018)

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- (B ) By the end of the first week of instruction, the office hours of the instructor will be made available to the students. (En. 3/13/95 and effective 9/1/95)

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539. Mandatory First Day Attendance

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- (A ) Departments or other academic programs may require first day attendance in impacted courses but shall not deny enrollment to a student when space is available. Mandatory First Day Attendance must be announced in the Class Search Tool. (En. 6/3/04)

## **COCI Policies and Procedures**

### Credit for Courses/Carnegie Rule

1. Units of credit are assigned to courses based on the "Carnegie rule" which specifies one unit of credit for three hours of work by the student per week. Usually this involves one hour of lecture or discussion led by the instructor and two hours of outside preparation by the student.
  1. Normally two hours of laboratory or studio time (plus an hour of outside preparation) are required for each unit of credit. Proposals for these courses will require assurance in the expanded course descriptions that the Carnegie unit standard is being followed.
  2. If the number of lecture or discussion hours specified in the General Catalog is less than the number of units of credit assigned to the course, some form of additional non-classroom work, such as a substantial term paper, is required of the student. Requests for courses with fewer contact hours than the number of units awarded (e.g., a 4-unit course that meets three hours per week) must be accompanied by adequate justification, which should be included in the Override Calculation Justification section of the ICMS form.

### **Course Approvals - Expanded Course Description**

To facilitate the work of the College and Divisional Courses Committees, requests for approval of a new course, restoration of a course, or modifications to an existing course must be accompanied by an Expanded Course Description. The Expanded Course Description includes at least the following information.

1. SUMMARY OF COURSE CONTENTS: Provide a brief (100-200 word) description or concise outline of the major topics that would generally be covered in this course. The summary should include some notes about how the course content will support the General Education literacies being requested/taught.
2. ILLUSTRATIVE READING: List the text or a few (2-5) illustrative readings for this course. If there are no readings, please use this field to describe why it is pedagogically appropriate that this course does not include readings.
3. FINAL EXAMINATION REQUIREMENT: Per [Systemwide Senate Regulations 770 and 772](#), all non-laboratory undergraduate courses must include a final exam unless COCI has determined that it is appropriate to waive the final exam requirement. If the course will have a final exam, please select "Yes Final Exam." If the course will not have a final exam, please select "No Final Exam" and use the justification field to describe the assignment/s that will serve in lieu of a final

exam for this course and/or why it is appropriate that COCI waive the final exam requirement. For additional information on Davis Divisional Regulations (DDR) regarding final exams, see [DDR 538](#).

4. **POTENTIAL COURSE OVERLAP:** Overlap with existing courses must be listed and justified, by citing significant differences in prerequisites, emphasis, disciplinary perspective, or depth of coverage. It is required to consult with the relevant faculty/department in cases of substantial overlap and to note such consultations here. If no overlap is foreseen, state “no course overlap.”

Note: [DDR 535](#), Special Study Courses, states that “the content of a special study course shall not duplicate the content of an existing course.”

**Primary Staff Contact for Campus Personnel Policies:** Amanda Toering | [atoering@ucdavis.edu](mailto:atoering@ucdavis.edu) | 752-8309

## **Unit 18 Contract and Specific Requirements**

### [AFT Unit 18 MOU Article 7c.B.6](#)

The parties recognize that there will be instances in which additional courses become available to which the University has decided it will assign Unit 18 faculty. In such instances, the University will give consideration to a qualified Continuing Appointee who is less than one hundred percent (100%). The determination of who is assigned is at the sole discretion of the University.