

Teaching in the Clark Honors College

Professors with terminal degrees in their field without a UO department affiliation

If you taught in the CHC during the prior academic year, you will be reappointed. If it has been more than one year, or if you have not taught in the CHC before (even if you have taught in another UO unit), then you must apply to the CHC's academic pool position, located on the UO Careers website. Note that your application to the CHC academic pool position should be made AFTER your course proposal has been approved by the CHC curriculum committee.

The honors college closely partners with other departments on campus. While the honors college will make course and appointment decisions, paperwork and employee set-up are handled through the Department of Human Resources (<https://hr.uoregon.edu/>). HR's page for new employees will have helpful information as you establish employment and complete general onboarding tasks (<https://hr.uoregon.edu/new-employees>).

Course materials can be ordered through the Duck Store (<https://faculty.uoduckstore.com/article/course-material-adoptions-faqs>). Note that course material adoption deadlines often run a term in advance of the term in which you will be teaching. You can also make course reserve requests through UO Libraries (<https://library.uoregon.edu/course-reserves>).

| Task | Term You Are Teaching: | | |
|--|------------------------|----------------------|-----------------------|
| | Fall | Winter | Spring |
| Respond to request for preferences for teaching days and times | Early March | Late September | Early December |
| Confirm course descriptions and course titles | Early March | Late September | Early December |
| Confirm final course schedule details (days, times and classroom location) | Mid-April | Late October | Mid-January |
| Class schedule is published online by Registrar's Office | Early May | Late October | Early February |
| Course descriptions are posted to CHC website | Early May | Early November | Mid-February |
| Initial registration period opens | Late May | Mid-November | Late February |
| Formal reappointment through UO HR (if applicable) | Early July | Late October | Late January |
| Submit course materials order through the Duck Store | Late July | Late October | Late January |
| <i>For those not being reappointed (either teaching in CHC for first time, or it's been more than a year since you last taught in CHC):</i> | | | |
| <i>Apply to CHC open pool</i> | <i>Early August</i> | <i>Mid-November</i> | <i>Early February</i> |
| <i>Open pool application reviewed by HR, background check completed, contingent offer accepted</i> | <i>Mid-August</i> | <i>Late November</i> | <i>Mid-February</i> |

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|--|--------------------|----------------------|--------------------|
| <i>HR issues formal offer and generates UO ID (95#)</i> | <i>Late August</i> | <i>Mid-December</i> | <i>Early March</i> |
| <i>Accept formal offer by 1st of the month in which you are teaching. UO Payroll set up based on new hire packet (I-9, W-4, direct deposit)</i> | <i>Late August</i> | <i>Mid-December</i> | <i>Early March</i> |
| <i>Claim DuckID (for @uoregon.edu email)</i> | <i>Late August</i> | <i>Late December</i> | <i>Mid-March</i> |
| <i>Obtain UO ID card</i> | <i>Late August</i> | <i>Late December</i> | <i>Mid-March</i> |
| <i>Begin using UO library services (access continues for as long as your DuckID is valid)</i> | <i>Late August</i> | <i>Late December</i> | <i>Mid-March</i> |
| Reserve a space in Chapman Hall for your office hours (if needed). Reservations can be made through the CHC Front Desk (honors@uoregon.edu). | Early September | Late December | Mid-March |
| Complete UO's online workplace harassment prevention training (if needed) | Mid-September | Late December | Mid-March |
| Sign up for UO Alerts (optional - must have DuckID activated) | Mid-September | Late December | Mid-March |
| Obtain a parking permit through Dept. of Parking and Transportation (if needed). Affiliated faculty must submit a paper form, signed by CHC parking coordinator; you cannot apply online for a permit. | Mid-September | Early January | Late March |
| Complete office hours survey for posting to CHC website | Late September | Early January | Early April |
| You can check out a "common key" to Chapman Hall classrooms from the CHC Front Desk during week 1 of the term you are teaching. | Late September | Early January | Early April |
| Submit course syllabi for CHC course archive | Early December | Early March | Early June |

**Regardless of the term in which you are teaching, you must either submit or update information for your CHC Faculty profile by September 1st for the following academic year.*

Faculty Expectations When Teaching in the Clark Honors College:

- Office Hours:** All faculty are expected to make office hours available to students on campus each week. Affiliated faculty may reserve the CHC Peer Advising Room, 209 Chapman, for office hours as long as they do not overlap with the Peer Advising schedule. Stop by the CHC Reception Desk to reserve space. Many faculty choose to meet with students at the EMU (student union), Café Marché at the Jordan Schnitzer Museum of Art, or Fresh Market Café at Global Scholars Hall, where many CHC first-year students live.
- Class Session Cancellation:** Affiliated faculty members should contact the CHC Reception Desk if they must cancel a class session for illness or emergency (a sign will be posted on the classroom

door if the class is held in Chapman Hall). The CHC Reception Desk will maintain a log of cancelled class sessions.

- **Course Cancellation:** A CHC course that has 10 or fewer students enrolled before the start of term will be cancelled for inadequate enrollment. The CHC Associate Dean for Students will notify the affiliated faculty member. No courses will be cancelled within one business week of the start of term. The contract for affiliated faculty with no UO department affiliation will be cancelled.
- **Reviews:** Affiliated faculty will receive performance reviews either annually or at the end of the academic year in which they taught (if they taught only one term).