

Scripps Institution of Oceanography (SIO) Teaching Standard

SIO Educational Policy Committee (EPC) (revised 2014)

SIO is engaged in a wide variety of both undergraduate and graduate teaching which takes a number of different forms, including, but not limited to, the following:

Classroom lectures
Field and laboratory classes
Research advising
Seminars
Tutorial instruction
Informal mentoring
Guest lecturing

All SIO faculty are expected to contribute to the teaching goals of the institution. It is recognized that not every faculty member will engage in all of the activities listed above. A broad definition of teaching allows flexibility in educating students at both the graduate and undergraduate levels, and fosters the department's excellence in training future leaders.

The SIO EPC suggests for the implementation of the SIO teaching standard:

- Six (6) units of instruction per year comprising regular classroom, field, laboratory, and seminar instruction.
- All courses must include a syllabus and evaluation of students and faculty.
- Graduate student advising.

The EPC believes this standard to be readily understood. The EPC advises that the Department Chair be given appropriate discretion in applying this standard. The intention of this standard is to make clear the value and level of effort devoted to teaching.

Factors to be considered in implementing the SIO teaching standard are listed below. This list is intended to provide guidance, rather than to arbitrate any individual situation. The EPC offers these guidelines in the hope that the Chair and faculty will find them helpful.

- The standard applies to ALL SIO Professors regardless of rank.
- Professors in Residence should be required to teach a minimum of 4 units. Adjunct Professors are also required to be involved in teaching.
- The number of units for each class is assigned by the appropriate academic senate committees GC (Graduate Council) or UGC (Undergraduate Council) based on information submitted by the Department. In the case of special topics or seminars, the number of units is assigned by the Chair.
- Team teaching of a class will lead to an equal division of the units for all the instructors unless they provide detailed percentages of individual effort to the SIO department.

- Different types of teaching may require different levels of effort. For example, new courses and classes with large enrollment should receive appropriate weighing and recognition by the Chair and ad hoc review committees.
- The Chair assigns teaching in consultation with the program directors, curriculum coordinators and the faculty. Teaching should be assigned in the Spring Quarter for the subsequent academic year. At the same time, the Department should provide an annual accounting of accrued sabbatical credit.
- Teaching contributing to the standard may be carried out in other departments at the discretion of Chair.
- Faculty with split appointments should teach at SIO proportional to their % appointment unless otherwise negotiated by the faculty member and Chair.
- Faculty are responsible for bringing their teaching units to the six units if not explicitly assigned by the Department Chair.
- Faculty are encouraged to participate in other educational activities, such as those listed above.
- No teaching is required during a normal sabbatical leave, and teaching effort will be normalized according to the fraction of regular work time over the review period. For example, 2 units will be awarded per quarter of leave during the academic year.
- Faculty taking on extraordinary administrative tasks may negotiate teaching relief at the time of appointment.
- A buy-out of up to two teaching units should be made available at the discretion of the department chair, especially for research activities such as cruises and other field work that may need to occur during the academic year.
- It is the responsibility of the faculty to report the full extent of their teaching, in all forms, whether or not this teaching contributes to the standard. Self evaluations for academic reviews can be used for this purpose including mentioning guest lectures.
- Faculty may have uneven teaching loads from year to year. As these loads apply to the standard, they should be averaged over an appropriate multiyear time period.
- For ensuring appropriate credit faculty must provide syllabi of their classes to the department office, who will archive them and make them publically available.

As stated above, faculty are responsible for advising, and financially supporting, graduate students. The EPC did not feel however that a quantitative measure for this teaching requirement was possible and that the ad hoc review committees and the Department chair can comment on excellence and deficiencies in this area.