Contract Tip: Expanded Section Descriptions Are Now a Requirement for Full Time Faculty

Students have been lobbying for better, earlier course information for some time now. Per the email sent to faculty on 10/1/18 by Brian Reed, Jim Vigoreaux, and Veronika Carter, under the new contract full-time faculty are now required to provide Expanded Section Descriptions that are “consistent with the course description in the course catalog”. These must be posted two weeks ahead of registration using the MyUVM portal, which includes directions and an instructional video. Please make a note of the current deadline for posting ESDs for Spring 2019 courses: 10/29/18.

For part-time faculty, ESDs are expected two weeks prior to registration where possible, but are not required until 10 days after a course has been formally assigned to the faculty member.

The online ESD form has spaces to indicate Section URL (optional), Section Description, Section Expectations, and Evaluation. Faculty are asked to include a list of “any textbooks or other materials that must be ordered by students” if a final decision regarding these books and materials has been made and to update this list promptly if changes are made. Because textbook info posting is not required, we strongly recommend that faculty only include textbook information if they are confident their selection will not change. Faculty also have the option to post a link to the syllabus or a “substantially similar” syllabus in lieu of an ESD.

The system has seen some updates. Starting this fall, faculty can copy-forward ESD information from a prior course to other courses, or across sections of the same course. To use this feature, please start with (or create) an existing, posted ESD and then click on the “Copy Description to New Term – Course” link below the ESD fields.

Relevant Section of the Full-Time Contract: 16.20

The new Part-Time Contract is not yet available online.

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