

### **Epidemiology Teaching Assignment Policy (December 2023)**

**Department of Epidemiology Teaching Assignment Policy Purpose:** Faculty appointments in the School of Public Health carry an annual teaching obligation under [UW's Instructional Responsibility Policy](#). This obligation is further codified by type of appointment in the [SPH faculty compensation policy](#) adopted in April of 2020. The purpose of this document is to articulate how teaching responsibilities in the Department of Epidemiology are assigned and centrally managed.

**Policy Statement:** All departmental teaching assignments are made annually at the direction of the Chair. Teaching assignments are made consistent with the instructional needs of the School and Department, and the teaching expectations outlined in the SPH faculty compensation policy as implemented in the Department of Epidemiology's guidelines regarding [Course Instructor Credit Toward SPH Teaching Expectations](#). Teaching assignments also are made in consideration of faculty expertise, teaching load, and other commitments. Teaching assignments for Assistant or Associate rank or Teaching track (all ranks) will be made based upon discussions during annual (or ad hoc) meetings with the Chair and using data collected from the annual Epi Teaching Interest Survey. Since senior faculty usually do not meet annually with the Chair, these faculty will be contacted on behalf of the Chair by the Administrator to confirm teaching assignments. On occasion, additional direct communication may need to occur between senior faculty and the Chair to finalize teaching assignments. Typically, teaching assignments for a particular academic year will be finalized during Spring quarter of the prior academic year. This timing will allow faculty to adequately plan and ensure that courses can be offered in the forthcoming year.

Faculty members wishing to request a change to their annual teaching assignment should submit a written request and justification to the Department Chair. The requests should come at the earliest opportunity and no later than the first week of Summer Quarter. Requests will be reviewed while considering the factors above before being approved or denied by the Chair.

As a matter of policy, the Department, not individual faculty members, is responsible for courses offered as part of an integrated degree curriculum. Although a faculty member may teach the same course(s) multiple years, it should be an expectation that core courses, departmental seminars, or service courses may be rotated between faculty members as needed to ensure equity, maintain quality, and facilitate coverage of departmental teaching needs.

For Joint, Clinical, or Adjunct appointments in Epi, teaching expectations in Epi will be negotiated between the Epi Chair (or their designee) and the Chair of their primary department (or their designee).

**For reference:**

[SPH Faculty Compensation Policy](#)

[Epidemiology Course Instructor Credit Toward SPH Teaching Expectations](#)