

Dietrich School Policy on Cancellation of Courses Assigned to Part-Time Faculty Members

May 29, 2018

It is sometimes necessary to cancel a course scheduled to be taught by a part-time faculty member due to low enrollment. In this situation, every attempt should be made to reassign the part-time faculty member to another course. If this is not possible, and assuming the part-time faculty member has performed satisfactorily, the faculty member may be entitled to partial compensation for the cancelled course. The following sliding scale will be used to determine whether compensation is required, and the amount of this compensation.

- 10% of the salary offered for the cancelled course when cancellation is between 31 days and 60 days before the start of the term
- 20% of the salary offered for the cancelled course when cancellation is between 30 days and the start of the term
- 30% of course compensation for cancellation after the start of the term

Questions should be addressed to Associate Dean Adam Leibovich at ADAML@pitt.edu.