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December 17, 2002

TO: Marsha Chandler, Sr. VCAA

FR: Frieder Seible, Interim Dean

A handwritten signature in black ink, appearing to read 'Frieder Seible'.

RE: Professor-in-Residence Appointments in Engineering

In meetings with CAP the issue of workload (in particular teaching load) for the Professors-in-Residence series (typically funded 100% through extramural research grants) was discussed. While, as defined in the PPM, the workload should be equivalent to the ladder-rank faculty series, there is a potential problem with state and federal granting agencies, since teaching for Professors-in-Residence is a requirement and extramural research grants cannot be used to pay for teaching.

To address both the issue of teaching requirements and restrictions by the funding agencies, the Jacobs School of Engineering proposes to proceed as follows:

- 1) For Professors-in-Residence, just like the ladder-rank faculty, the teaching load is assigned by the Department Chair.
- 2) For ladder-rank FTEs (9 month appointments) in Engineering – the total workload can be viewed as $1/9^{\text{th}}$ service, $4/9^{\text{th}}$ research and $4/9^{\text{th}}$ teaching. (Note this is not an official workload formula). Thus, in Engineering where a regular teaching load is 4 courses, for each course taught by a Professor-in-Residence, the Department needs to come up with $1/9^{\text{th}}$ of the salary from state funds (e.g. temporary FTE funds), to satisfy outside granting agencies.
- 3) The total course load for Professors-in-Residence can be viewed similar to course loads for ladder-rank faculty who had participated in the Engineering faculty leverage buy-out program. Under that program a minimum of two courses (one undergraduate and one graduate) was to be taught and the rest to be bought out. Thus, for a Professor-in-Residence, the minimum course load would be two with $2/9^{\text{th}}$ of the salary provided by the Department through state funds.
- 4) In the academic review of a Professor-in-Residence with reduced course load, the Department Chair and the Dean will comment on the expected increase in research productivity commensurate with the reduced course load and consistent with the faculty leverage buy-out program.

The Jacobs School will proceed along the outlined path until we get different directives from you, CAP and APO.