

OFFICE OF THE REGISTRAR, x-3015; email: registrar@stolaf.edu

To: Department Chairs, Program Directors
From: Mary Cisar and Kathy Granquist, Registrar's Office
Subject: 2009-2010 Back-Up Plan, Courses Offered off Campus
Date: January 30, 2009

In order to ensure staffing flexibility, we ask that you provide the following information if you intend that any of your department/program faculty teach an off-campus (domestic or international) course in 2009-2010. Thank you.

1. An on-campus back-up plan in case an off-campus Interim course is cancelled:

Instructor	Planned Off-Campus Course	Back-Up On-Campus Course + Term (Interim or Spring)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. The teaching load of all those scheduled to teach a course off campus.

The teaching load (e.g., 3-1-2) of all faculty scheduled to teach an off-campus Interim course must allow for adjustments in their teaching schedule (a different Interim course or an additional spring course) if their off-campus Interim course is cancelled.

Instructor:	Load	Comments
_____	_____	
Instructor:	Load	
_____	_____	
Instructor:	Load	
_____	_____	
Instructor:	Load	
_____	_____	