

Minimum Class Size and Pro-Rated Pay for Fall and Spring Overload and Summer Term Courses	Procedure Number	694
	Effective Date	May 2023

**PURPOSE**

The purpose is of the minimum class size and pro-rated pay for fall and spring overload courses and summer term courses is to do the following: (1.) Establish a minimum class size for courses to remain on the schedule with full pay along; (2.) establish a set of exceptions for minimum class size for courses; and (3.) establish a pro-rated pay scale for any course that has lower than the minimum enrollment and does not fall into one of the exception categories. This procedure does not apply to internship, practicum, clinical, or independent study courses.

**REVISION HISTORY**

Adopted on: May 2023

**PERSONS AFFECTED**

Provost, deans, department chairs, program directors, full-time faculty, part-time faculty, and others that create departmental schedules, cancel classes, or teach classes.

**DEFINITIONS**

None

**PROCEDURES**

Procedures for establishing fall and spring overload pay and summer term pay are determined by minimum enrollment, data collection point in time, exceptions, and pro-rated pay.

*Minimum Enrollment*

The minimum class size for a course to remain on the schedule for full credit hour pay is 8.

*Data Collection Point in Time*

The date at which class enrollment will be assessed the morning after the add/drop/swap period.

*Exceptions*

Exceptions should be made at the department level and approved by the department chair/program director, dean, and provost and are as follows:

- Only 1 section of the course being offered within an academic year, and course is a required course for graduation in the program of study without an appropriate course to be substituted.

- The course was cancelled for low enrollment the previous semester.
- Brand new courses for new or existing programs. For brand new programs: these courses would be considered “Brand New” for 3 semesters or until the course has 8 students enrolled, whichever comes first.

*Additional Guidelines*

- Full-Time Faculty need to make full teaching load before cancelling classes for low enrollment.
- All students in cancelled classes must be personally advised by the full-time faculty advisor, lead over the program, or Department Chair/Program Director to find alternative sections or courses.
- Emails to the Registrar’s office to cancel classes need to also include the Director of Academic Advising as a courtesy.
- Programs that do not cancel classes for low enrollment or those that do not pay overloads for full-time faculty members are exempt from these guidelines.
- Other case-by-case exceptions can be made by the Dean and Chair/Program director and approved by the Provost.

*Pro-Rated Pay*

Classes with enrollment below 8 students that remain on the schedule and that do not fit one of the exceptions will be paid as follows:

- \$84.38 per credit hour per student
- Courses with a laboratory component are paid using a lecture/lab equation to compensate the faculty for laboratory setup and take down. The equation is as follows:
  - $\text{Pay} = \text{number of students in course} [1/2(\text{Per credit hour pay rate when less than 8 students})(\text{course credit hours} + \text{lecture contact hours} + (2/3 * \text{lab contact hours}))]$

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	Overload and Summer Pay Taskforce	April 2023
Ratified by:	Faculty Senate	May 3, 2023
Recommended by Chancellor (Signature)		
UA Policy Alignment:	<a href="#">UASP 440.2 Extra Compensation for Faculty, Non-Classified or Classified, Exempt Employees</a>	April 29, 2016