

## Guidelines for Department Chairs/Director

### Instructional Course Credits / Faculty Teaching Load

November 2017

#### Teaching Assignments for Large Conventional Classroom Sections

Headcount Enrollment (measured Monday after the last day to add)	Instructional Course Credits (applied to teaching load)
Less than 120	1
120+	2

#### Teaching Assignments for Lecture Capture/Video Streaming (LCVS) Classroom Sections

Faculty instructional course credits, corresponding enrollments, and TA support levels are outlined below. The break-points for 1 vs. 2 instructional course credits are the same for LCVS and the large conventional classroom environment. Determination of instructional credits is based on headcount enrollment at the end of add/drop, not capacity. A maximum number of two instructional course credits are given for enrollment in excess of 120. Faculty teaching LCVS sections in fall/spring (summer compensation is covered on page 2) with 250 students or greater will be compensated at \$35 for each additional student (over the 250 threshold) enrolled.

Headcount Enrollment (measured Monday after the last day to add)	Instructional Course Credits (applied to teaching load)	TA Support (1 TA = 20 hours per week)
Less than 120	1	0
120-249	2	up to 1
250+	2	up to 2

The normal capacity for LCVS sections is 350+, though some classes, for pedagogical reasons, may remain at a capacity of 250-349 upon mutual agreement of the faculty member, Department Chair/Director and Dean.

For LCVS and classroom sections in fall or spring terms, any instructional credits beyond a faculty member's semester assignment will be paid by overload at normal rates upon agreement of the faculty member, Department Chair/Director and Dean.

### Summer LCVS Compensation

Headcount Enrollment (measured Monday after the last day to add)	Compensation for Tenure-Track Faculty	Compensation for Full-Time Non-Tenure Track Faculty	Compensation for Adjuncts
Less than 120	12.5% of 9-month salary	12.5% of 9-month salary	\$4,500
120-349	12.5% of 9-month salary plus \$3,000 and \$30 per student beyond the 120 threshold	12.5% of 9-month salary plus \$3,000 and \$30 per student beyond the 120 threshold	\$6,000
350+	12.5% of 9-month salary plus \$3,000 and \$30 per student beyond the 120 threshold	12.5% of 9-month salary plus \$3,000 and \$30 per student beyond the 120 threshold	\$9,000

### Additional LCVS Course Policies

- LCVS courses must have a minimum of 90 students for viability (**including summer terms**); those with less than 80 will be cancelled at least 1 month prior to the beginning of the term
- Traditional (live classroom sections) sections are not permitted during the same summer term (e.g. FIN 3403 if a LCVS section is taught in summer 2/A, no live FIN 3403 sections can be offered in the same sub-term on any campus, with the exception of OBBA)