

Request for Minimum Enrollment Exception in Evening Classes

COLLEGE/SCHOOL		DEPARTMENT/UNIT	
COURSE NUMBER		COURSE TITLE	

Requested minimum enrollment required _____

Rationale (space, equipment, standard pedagogy in the field, accreditation standards, other)
 (continue on separate page, if needed)

We acknowledge that if enrollments do not meet the suggested minimum enrollment requirement, the following options are open to the department to carry the course:

1. Other Evening Classes offered in the department/college have sufficient enrollments to offset the financial losses associated with lower-enrolling courses, with approval of the chair (within a department) or the college dean (between departments).
2. The department is willing to provide the difference between the honorarium amount associated with the level of enrollment (graduated down from the suggested enrollment requirement) and the amount of the university approved Evening Classes honorarium.
3. The faculty member is willing to accept the lower honorarium associated with the level of enrollment in the course (graduated down from the suggested enrollment requirement).

APPROVAL SIGNATURES

DATE SIGNED

DEPARTMENT CHAIR		
COLLEGE CURRICULUM REPRESENTATIVE		
COLLEGE DEAN		
UNIVERSITY CURRICULUM COUNCIL		

To be effective the following semester.

(Copy to Evening Classes)

EVENING CLASSES POLICIES

(Updated November 30, 2011)

1. Full-time employees may teach up to 3 credit hours (or one course, if that course is more than 3 credit hours) per semester with the approval of department chair or managing director. This approval should be based, in part, on whether employees are meeting annual department criteria for quality teaching, scholarship, and citizenship expectations. Exceptions must be authorized each semester by the dean or line vice president.
2. Adjunct employees may teach up to 70% of load (considered to be 11 credit hours) in all combined teaching assignments.
3. Evening Classes must end before 8:00 a.m. or begin at 4:00 p.m. or later. Monday courses must end no later than 7:00 p.m. Evening Classes may be taught at any time on Saturdays.
4. All faculty honoraria are calculated using course credit hours not clock or lab hours. All 0.5 credit courses will be rounded up to, and paid as, 1 credit hour. The honorarium schedule used to pay faculty for Evening Classes will be reviewed annually.
5. The break-even enrollment in an Evening Classes course generally occurs at 20 students. Departments may offer courses with fewer enrollments under the following conditions:
 - A. Other Evening Classes offered in the department/college have sufficient enrollments to offset the financial losses associated with lower-enrolling courses, with approval from the department chair (within a department) or the college dean (between departments).
 - B. The department is willing to provide the difference between the honorarium amount associated with the level of enrollment (graduated down from 20) and the amount of the university-approved Evening Classes honorarium.
 - C. The faculty member is willing to accept the lower honoraria associated with the level of enrollment (graduated down from 20).
 - D. The Associate Academic Vice President for Undergraduate Education and the University Curriculum Council approve a lower enrollment figure for consistent use for that department course based on rationale provided by the department/college. That figure then becomes the break-even figure for that course and the other elements of #5 (A, B, and C) would apply. The Associate Academic Vice President for Research and Graduate Studies, the Dean of the Graduate School, and the Graduate Council would make similar determinations for graduate courses.
6. Evening Classes will only transfer honoraria or teaching assistant wages to salary accounts. Honoraria or teaching assistant wages cannot be transferred to unallocated, supplies, or travel accounts.
7. The approval of the AVP and the IVP will be required to teach new courses, including courses that have not been taught in Evening Classes during the previous five years or which are only offered in Evening Classes. This approval process will also cover pilot courses and include criteria for evaluating the continuance of such courses and a stipulated review period.
8. Courses taught in Evening Classes may be discontinued at any time at the discretion of the Department Chair.