

## MINIMESTER POLICIES AND PROCEDURES

### General Policies and Procedures

#### ▪ Policies

- **In signing the Instructor Contract, the instructor acknowledges that he/she has read and agreed to all policies and procedures stipulated herein and in the contract.**
- Minimester policy questions and issues are handled by the Provost's Budget Office – Academic Affairs 410-704-2124.
- Faculty can only be compensated for teaching courses for which they have signed the Instructor Contract.
- Chairs and Program Directors should not set lower enrollment limits for Standard courses than are set in the fall and spring semesters and are encouraged to set higher limits when it does not significantly reduce the quality of the course.
- Faculty teaching classes with multiple HEGIS codes or course numbers will be compensated for a single course; and all sections should be listed on the same contract.
- **Linked or mixed undergraduate-graduate courses (e.g., 300/500) are treated as a single class and compensation for linked courses is calculated at the undergraduate pay rate up to the single course maximum.**
- Enrollment in an individual course or class cannot be split to create multiple sections of the same course for compensation purposes.
- Faculty may teach Standard or Special courses with an enrollment of 1 student or more.
- Appropriate Department Chairs or Program Directors must formally submit (by email) cancellation requests to Enrollment Services (rooms@towson.edu). The instructor or department is responsible for contacting all enrolled students in cancelled courses on the cancellation date. Student contact information can be obtained from Enrollment Services. The Department is also required to follow the standard contract cancellation procedure established by the Provost's Budget Office. Forms for the submission can be obtained at the following website: <http://wwwnew.towson.edu/provostpbo/>

▪ **Procedures**

- Standard Course Term Files are submitted to Enrollment Services, but off-campus/closed contract Course Term Files must be sent to Bev German, ES 103.
- On-campus Minimester courses should be submitted with standard Minimester section numbers.
- Off-campus Minimester courses should be submitted with off-campus section numbers.
- Instructor Contracts are submitted to the Provost's Budget Office, which handles all contractual and payroll issues. Instructor contracts for off-campus courses should be submitted prior to start of the Mini/Summer Sessions, so that pay can be processed in a timely manner.
- Instructor contracts for Special courses, such as internships and supervision of student teachers, off-campus courses or other courses in which enrollment occurs outside the standard time frame for the session in which the course is offered, should include an attachment indicating the date of completed enrollment, so that contracts are processed for pay at an appropriate time.

▪ **Minimester Faculty Teaching Load Guidelines**

- Faculty may teach no more than one three (3) credit class, or an equivalent combination of classes totaling no more than three (3) credits, during January minimester.
- Additional classes and/or credits may be possible in exceptional cases but must be approved by the department chair, college dean, and provost.
- A completed Faculty Teaching Exception Approval Form must be submitted with the minimester Faculty Contract in such cases.

**Compensation Policies**

▪ **Base Compensation- Minimester**

- Base faculty payment for undergraduate courses will be on a prorated per student basis for enrollments 1-7 at \$83 per credit hour per undergraduate student. Base faculty payment for graduate courses will be on a prorated per student basis for enrollments 1-5 at \$114 per credit hour per graduate student.
- Undergraduate courses with enrollments 8-14 will be paid a flat rate \$1,140 per credit (e.g., \$3,420 for a 3 credit course). Graduate courses with enrollments 6-10 will be paid a flat rate \$1,140 per credit (e.g., \$3,420 for a 3 credit course).

- Undergraduate courses with enrollments 15 or greater will be paid a flat rate \$1,333 per credit (e.g., \$4,000 for a 3 credit course). Graduate courses with enrollments 11 or greater will be paid a flat rate \$1,333 per credit (e.g., \$4,000 for a 3 credit course).
- Enrollment counts to determine initial compensation are done after 5 p.m. on the last day of the Change of Schedule (Add/Drop) period for each session. Students added by the instructor after the end of Add/Drop are NOT included in the calculation of faculty compensation.
- Linked or mixed undergraduate-graduate courses (e.g., 300/500 courses) are treated as a single class and compensation for linked courses is calculated at the undergraduate pay rate up to the single course maximum.