

I. Overview

The purpose of this procedure is to identify the formula for compensating faculty teaching a low enrollment course. It is recognized that at times it is beneficial to students and the institution to allow classes to be offered with low enrollment. In such cases, the Vice Chancellor for Academic Affairs will decide the appropriate compensation for the instructor of the class. This procedure will be followed for adjunct, overload and summer teaching assignments. Full-time faculty teaching one or more low enrollment courses as a part of their regular teaching load will be handled on a case-by-case basis.

II. Practice

1. If a class has fewer than ten students enrolled, it will be reviewed by the Vice Chancellor for Academic Affairs for possible cancellation. The cancellation of a low enrollment class is not a quantifiable decision and will depend on many factors including, for example, other alternative courses for displaced students; whether or not the class is needed for students to meet pre- or co-requisites for other classes or programs; whether or not the course is new and in its enrollment-building stage; and, whether or not it is a developmental class.
2. If it is determined that the course is needed, the course will run and the instructor can expect full compensation.
3. If it is determined that the course is not needed, but the instructor agrees to teach the class at a reduced rate, an arrangement may be worked out. The arrangement will result in the instructor receiving prorated compensation based on the number of students in the class. The rate of compensation will be $N/10$ times the normal compensation, where N equals the number of students enrolled in the class as of the first meeting day.
4. For example, Dr. Smith is scheduled to teach and receive \$1,600 in compensation for his/her work. As of the first day of class the course has seven students enrolled. The Vice Chancellor for Academic Affairs reviews the enrollment and determines that the course is to be cancelled for low enrollment. Dr. Smith states that he/she is willing to teach the class on a pro-rated basis. The Vice Chancellor for Academic Affairs reviews the request and approves the offering. Dr. Smith is to be compensated at $7/10$ of \$1,600 or \$1,120.

III. Clarifying Points

1. The procedure in no way guarantees the non-cancellation of a course. The final decision rests with the Vice Chancellor for Academic Affairs.

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