



## **Academic Department Head Guidelines Regarding Low Enrollment Courses and Overload Pay, including Summer Pay**

**Low Enrollment Classes:** As a general rule, low enrollment classes are defined as those with fewer than 10 students at the 100-400 level and fewer than 6 students at the 500+ level.

In determining whether to run a low-enrollment class, ADH's should consider whether the courses are:

- Essential to degree program requirements
- and**
- Required for timely completion of the degree; i.e., not offering the course would require student(s) to delay completion of studies and graduation

Assumed within these two points is that students worked with their academic advisors to plan a course of study that integrated the course in question into their program of study for the semester in which the course would normally be offered.

ADH's need to evaluate low enrollment courses relative to these two conditions, as well as potential opportunities to substitute other courses that meet students' program of study needs. For licensure considerations and some degree plans, this may not be possible. However, in cases where there is an option, it should be explored, and where feasible implemented.

**The current lecturer and overload pay scale is maintained in the Office of Academic Affairs. Exceptions to the pay structure (see in particular summer and online pay) appear on page 2. Note: The list of exceptions on page 2 is not intended to be exhaustive. Other "exceptions" may be granted with approval of the VPAA.**

**Overload Payment:** ADH's need to adhere to CMU policy (see the [Professional Personnel Employee Handbook](#), Section VIII.C) and be judicious when assigning overload pay. It is the responsibility of the ADH to maximize the institution's resource use while still fairly compensating faculty.

- Faculty members should not be paid overloads for low-enrolled courses unless both of the above conditions for running low-enrollment courses are met.
- When a faculty member has two or more online courses, the course with the lowest enrollment will be used as the overload course.

**Online Course Enrollments:** Since 2012, CMU's policy has been that online sections should have the same course caps as face-to-face courses. Over time, however, increasing enrollments have often led to increases in online course caps. At the point at which online course caps can, in aggregate, support another section of the course, another section should be added. In this case, an additional instructor would be needed. (NOTE: An online lecturer would not have to be located on campus.)

## Exceptions to Lecturer Pay Structure

**Health Sciences**    different salary schedule  
Pay (not CH) \* 1.5 for Clinical Labs

**Phys & Env Sci**    Pay (not CH) \* 1.5 for SOME Labs

**Music**    Pay / 3 for Music Lessons  
Formula:    # students \* credit hours = student credit hours (SCH)  
SCH \* person's hourly part-time (PT) rate / 3 = payment per SCH for Lessons

**Essential Speech**    -The classes meet once per week for 1.5 hours  
-Teaching 2 sections equals 3 class hours per week.  
-Since the faculty teach at least 4 sections per semester, that equals 6 credits and 80 students, the equivalent of two, 3 CH classes with 30 students each, which is consistent with norms for Speech classes.

**Summer/Online**

	1-10 @\$550 / CH
	11-110% cap. @ \$55 / CH / Student
Undergrad	111+% cap. @ \$20 / CH / Student
	1-10 @\$670 / CH
	11-110% cap. @ \$67 / CH / Student
Grad	111+% cap. @ \$30 / CH / Student

**Individualized Instruction**

Undergrad	55/SCH	Not the amt listed above for 1-10 enrollments
Grad	67/SCH	Not the amt listed above for 1-10 enrollments