**Revised Nov 2013**

**Undergraduate Courses**

**Classroom Support Guidelines for Full-Time Faculty**

* 1. Single course – taught by one individual
		1. Courses default to a 70 student cap unless the associate dean or dean approves an exception (e.g., available work stations, WIC, facilities, etc.). Note: The capacity of single rooms in GRC and CH are 35 students and there is limited flexibility to combine rooms in CH.
		2. When a course hits 70 students, the course can be split into two sections or can be taught once and counted as two courses.
		3. Between 41-70 students, an adjunct may be hired on a half-time appointment as a TA in undergraduate courses. For graduate courses, a TA may be hired if course enrollments are greater than 28 (added March2015).
	2. WIC- “Ideally, WIC courses are restricted to 20 students.”
		1. WICs with 25-39 students will hire a ½ time adjunct to assist students with their writing and to provide feedback on their writing.  It remains the teacher’s responsibility to design, instruct, and grade the writing assignments.  Vicki Tolar Burton in Corvallis has offered to skype meet with any adjunct we use in this capacity to share what feedback on assignments is most helpful to students regarding their writing.
		2. When a WIC course hits 40 students, it will be split into two sections.
	3. Team taught courses
1. Multi-disciplinary courses require multiple perspectives (currently NR 350 and an Am Studies three-course sequence are team taught). Team teaching is defined as two instructors in the classroom for the majority of class meetings and both individuals are very engaged in grading.  Tag team teaching, where course time and responsibility is divided up, results in individuals receiving partial credit for their teaching.
2. Individuals who are team teaching courses with at least 60 students are credited with one course for each individual.

iii. At more than 75 students, a ½ time adjunct TA can be requested to help with grading and classroom facilitation. (The 75 enrollment is set due to drops expected the first few weeks).

d. Lab sections—Labs are unique and require multiple criteria evaluation. How to credit labs will be a discussion involving multiple stakeholders.

e. SCH-based Course Release-- Faculty can request a course release when enrollment in five courses with a total enrollment of 175 students (35\*5) for assistant, associate or full professors, or 280 students (35 \* 8) for instructors or senior instructors. Release time would be granted for the immediately following year.

f. Grant-based Course Release – Each year before the start of fall term, faculty with grant funding may choose one of the following options to execute regarding course release.

1. OSU-Cascades option: Faculty may buyout of a course for $5000/course.  Tenured and tenure-track nine-month full-time faculty must teach at least three courses per AY and 12 month faculty must teach at least four courses per academic year.  Acceptable replacement faculty must be available. The individual requesting the course release must help identify the replacement faculty.
2. OSU-Corvallis option: Faculty may instead invoke their Corvallis unit’s course release policy, in terms of rate and minimum number of courses to be taught. This option typically will enable faculty to be released from all but two courses at a rate 2-3 times higher than the Cascades release amount. Acceptable replacement faculty must be available. The individual requesting the course release must help identify the replacement faculty.

Note: Faculty may request a course release from their dean on an individual basis for a specific time-bounded need (e.g., accreditation preparation, CAT 1 development, etc.).