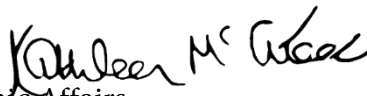


MEMORANDUM

TO: Resident and Adjunct Faculty

FROM: Kate McAteer, Vice Chancellor for Academic Affairs



DATE: September 2, 2020

SUBJECT: AA Process | Guidelines for Faculty Teaching Large Lecture Courses

---

As the campus continues to find ways to restore its fiscal health and as the Office of Academic Affairs (AA) strives towards equity and fairness in workload effort distribution, AA will implement the following guidelines for additional support for faculty teaching large lecture courses:

- When the total number of students being taught in the classroom by an instructor exceeds 50 students (this number may be distributed over several courses), an allotment of up to 45 reader/grader hours will be provided to the faculty member in the pertinent semester, if requested by the instructor.
- If the total number of students in the classroom exceeds 75 students, an additional allotment of up to 30 reader/grader hours will be provided in the pertinent semester, if requested by the instructor.
- If the total number of students in the classroom exceeds 100 students, an additional third allotment of up to 30 reader/grader hours will be provided in the pertinent semester if requested by the instructor.

The census day will be used to establish numbers of students in a class, which means student workers cannot begin to work until September 8th in the fall and January 19th in the spring. Please note that students engaging in independent study and/or extracurricular activities will not be included into this count.

All readers/graders must meet established academic requirements for these positions. Instructors are expected to identify and recommend candidates for these student

worker positions by submitting their names and student ID numbers to the pertinent academic area administrative assistant, who will start the approval process with their academic director. Student workers cannot start working before they and their faculty supervisor have signed the “temporary Conditions of Employment” form.

If you have any questions, please contact our office. Thank you.

cc: Academic Support Staff

Anna Plemons, Assistant Vice Chancellor for Academic Affairs