Team-Taught and Tutorial Courses

Team-Taught Courses (revision passed by BOI 2/13/07):

1. A “team-taught” course is a course in which both faculty are to be considered the primary instructors; both share equally the teaching responsibilities of the course and are present during each class. (This applies to courses designated as “team-taught” via the BOI, as well as courses that are designated as “team-taught” but not passed by the BOI.)

2. It should be noted that any team-taught course is only offered at the recommendation of the department head and dean (subject to VPAA approval). The department heads and deans will weigh the financial cost to the institution and the possible necessity for adjunct instructors before making this recommendation.

3. If the course was designated as team-taught, then each faculty member teaching the course shall receive full contact credit. It is expected in a team-taught course that both faculty members will be present during each class and share teaching responsibilities. Any current policies on overload payment apply also to team-taught courses.

4. If the course was not designated as “team-taught”, then the department head and dean must agree to the arrangement AND the contact credit is split/shared by the faculty.

Tutorials

1. Tutorials may be given only in courses listed in the catalog other than Independent Study. Tutorials are to be requested only in rare instances; e.g., if a course is required, but will not be offered before graduation. Therefore tutorials are aimed at seniors seeking to complete requirements for a major, minor or certificate. Tutorials require the same number of contact hours as regular courses, and the permission of the faculty member, the Chair, the Dean, and the Vice President for Academic Affairs. There is a form for this and it must be completed before the registrar lists the course in Banner (at that time the course is available in the load report).

2. Tutorials are paid by the following formula: (number of credit hours) (number of students)(the part-time per credit hour tuition rate), subject to a maximum payment equal to what the faculty would receive as adjunct compensation or overload for a fully-populated equivalent section. Tutorial compensation is paid with the regular semester overload payment on March 15, November 15 or June 15.

Note: A tutorial will not be authorized for a student who could have taken the course when it was regularly offered but elected not to.

3. Sometimes adjustments in tutorial-pay are made based on enrollments after the add date; however, we do not usually make adjustments when students withdraw between the add date and the withdraw date (the last withdraw date is two weeks before the end of classes.)