



UCCS CAMPUS POLICY

Policy Title: Winterim Regulations

Policy Number: 200-005

Policy Functional Area: ACADEMIC

Effective: January 18, 2005
Approved by: Pam Shockley – Zalabak, Chancellor
Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs (EVCAA)
Office of Primary Responsibility: EVCAA
Policy Primary Contact: EVCAA, 719-255-3700
Supersedes: September 4, 1998; September 2, 1997
Last Reviewed/Updated: January 18, 2005
Applies to: Faculty
Reason for Policy: This policy is created to address faculty compensation for Winterim courses.

I. INTRODUCTION

II. POLICY STATEMENT

A. Procedures:

1. Regular faculty members are to be compensated at 8.25 percent of their academic year salary for each three credit course (each credit hour is to be compensated at the rate of 2.75%).
2. In order to receive compensation for a course, at least sixteen students must be officially registered for an undergraduate course, and at least twelve students must be officially registered for a graduate course. The average course size should be at least twenty for undergraduate courses and fifteen for graduate courses. (This average is required for the tuition income to cover the average instructional cost.)
3. No bonus payments are to be made for enrollments over the student minimum.
4. Limits on course size are to be the same as during the regular fall and spring semesters for the same or similar courses.
5. Lecturers are to be paid at the normal rate per credit hour for the course.

6. Instructors are to be compensated at the rate of 2.75% of the base instructor rate for the college per each credit hour.
7. No commitments are to be made for course funding beyond a college's allocation unless
 - a. The college can identify other uncommitted funds in its own budget, or
 - b. The course is offered in a self-sustaining basis (i.e., continuing education). Continuing education should not be used to offer high-enrollment courses that would be SFTE-generating for general fund allocation purposes.
8. Expenditures beyond a college's allocation are not to be an acceptable reason for deficits in the college budget.
9. Unexpended allocation funding will be returned to the VCAA office.

III. DEFINITIONS

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	September 2, 1997
Revised	September 4, 1998