



**UCCS CAMPUS POLICY**

**Policy Title: Winterim and Spring Break Course Offerings and Funding**

**Policy Number: 200-005**

**Policy Functional Area: ACADEMIC**

Effective: July 1, 2017  
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: January 18, 2005; September 4, 1998; September 2, 1997  
Last Reviewed/Updated: January 18, 2005  
Applies to: Faculty  
Reason for Policy: This policy is created to provide guidance on the offering of winterim and spring break courses.

**I. INTRODUCTION**

UCCS provides access to high-quality educational programs to a diverse student body through a wide variety of means, including evening, weekend and online courses, each of which require different supporting structures. Two additional opportunities to increase access is to schedule courses in the period between the end of the fall semester and the beginning of the regular term in the spring semester (winterim) and over spring break. This policy governs the circumstances in which winterim and spring break courses may be offered.

**II. POLICY STATEMENT**

**A. Purpose**

1. Colleges are able to offer courses for the spring semester over winterim or over spring break. Unless specifically approved under the provisions of this policy, the colleges are expected to fund those courses from their existing spring instructional budgets or other college funds.
2. The campus wishes to encourage a certain number of offerings, and will set aside a fixed amount of campus level funding for those offerings each academic year.
3. The distribution of campus funds is intended to support the following priorities:

- a. Offer additional sections of high-demand courses that cannot be better accommodated during the regular term.
- b. Allow students to catch up on or accelerate the completion of a sequence of required courses.
- c. Allow students access to courses in which a significant number have difficulty registering in a regular term due to scheduling or other conflicts.
- d. Create opportunities for students to have intensive educational experiences, such as travel or film courses, without impacting their ability to take other courses during regular fall or spring term.

4. Campus Funding

- a. The decision to increase or decrease the funding amount available at the campus-level to expand winterim and spring break offerings rests with the Leadership Team or its designee.
- b. Campus funding is available for faculty compensation only.
- c. Campus funding for each year will be distributed to each college offering campus-funded courses as one-time funding after the exact costs are known.

5. Scheduling Campus-funded Courses

- a. Associate deans' council will coordinate scheduling and staffing of campus-funded courses in winterim and spring break.
- b. The proposed schedule should be focused on the priorities articulated in 3.a-d above and take into account the cost and enrollment of different configurations of offerings and staffing.
- c. Addendum A provides further guidelines for course scheduling and allocating funding.

6. Faculty Compensation for Campus-funded Courses

- a. Lecturers, full-time non-tenure-track and tenure-tenure track faculty are eligible for additional compensation for teaching in winterim or spring break.
- b. The compensation will be comparable across different colleges.
- c. Addendum B provides detailed guidance on faculty compensation.

### III. DEFINITIONS

Campus Funding – Base and one-time funds held at the campus level designated for faculty compensation to offer winterim and spring break courses.

College Funding – Base and one-time funds held at the college-level and generated from existing budgets, past budgetary savings or other college-generated funds used for faculty compensation to offer winterim and spring break courses.

Spring Break – the period between 4:45 pm on the Friday before the official spring break from regular full-term classes and midnight of the Sunday before the resumption of regular full-term classes.

Winterim – The period between the end of the last scheduled final exam period of the fall semester and the Martin Luther King holiday.

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

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
  - 1. A: Procedures
  - 2. B: Faculty Compensation
- 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
Revised	January 18, 2005

## Appendix A

### Procedures for Allocating Campus Funding

1. Each April, associate deans' council will review the current spring term's winterim and spring break enrollments and costs to forecast winterim and spring break offerings in the following academic year. Based on best available information about the following spring's winterim and spring break allocation, the council will agree on an allocation for the following year among the colleges.
2. Also in the spring term, the associate deans will recommend any changes to the minimum and maximum compensation for full-time (.5 or greater) tenure and non-tenure-track faculty (see Appendix B) for the following academic year. Under ordinary circumstances, the winterim and spring break allocation will increase by the amount of the campus merit compensation pool.
3. Each college will prioritize its own offerings within its campus allocation, balancing student needs and demand, faculty availability, faculty pay differentials and the impact on overall faculty workloads in the college.
4. Colleges should place a high priority on any specific courses requested by the campus and will not receive funding for any courses that do not meet one or more of the criteria articulated in Policy 200-005 Section II A 3 a-d. Specifically:
  - a. Offer additional sections of high-demand courses that cannot be better accommodated during the regular term.
  - b. Allow students to catch up on or accelerate the completion of a sequence of required courses.
  - c. Allow students access to courses in which a significant number have difficulty registering in a regular term due to scheduling or other conflicts.
  - d. Create opportunities for students to have intensive educational experiences, such as travel or film courses, without impacting their ability to take other courses during regular fall or spring term.
5. Additional criteria may be agreed-upon among the associate deans and approved by the Provost (or designee), the Vice Chancellor for Administration and Finance (or designee) and the Vice Chancellor for Student Success (or designee).
6. Notwithstanding the need to offer some smaller sections, the average realistically-projected enrollment of funded courses in each college offered across winterim and spring break should be at least twenty students for undergraduate courses and fifteen students for graduate courses.
7. Associate deans' council will review the offerings after the submission of the first round of scheduling to A&R and before the second round and, if necessary, negotiate any re-allocation of funding between colleges, the allocation of any additional funds or the allocation of any reductions in the amount available.
8. Dean's Council will review and approve for submission the associate deans' recommendations.
9. The Provost (or designee), the Senior Vice Chancellor for Administration and Finance (or designee) and the Vice Chancellor for Student Success (or designee) will review and approve the plan agreed-upon among the associate deans.

10. The Vice Chancellor for Administration and Finance (or designee) will insure the distribution of the allocations to the colleges.

## Appendix B

## Guidelines for Faculty Compensation from Campus Funding

1. Faculty are to be selected at the college's discretion to teach winterim and spring break courses based on, for example, the faculty suitability as instructors, their availability to teach and teaching's impact on that faculty member's overall workload. The college will not be reimbursed for faculty who teach winterim or spring break unless the faculty member is paid in addition to his or her regular salary. No individual faculty member has a right or an entitlement to teach in winterim or spring break. Departments shall follow their college or departmental by-laws when scheduling faculty for winterim and spring break courses.
2. For full-time (.5 or greater) non-tenure-track or tenure-tenure-track faculty, a minimum and maximum compensation level will be set by the Provost (or designee), the Vice Chancellor for Administration and Finance (or designee) and the Vice Chancellor for Student Success (or designee) for all colleges. Associate deans will recommend, as needed, modifications to that minimum and maximum. Minimum and maximum amounts should reflect the need to offer appropriate incentives to faculty to teach in these special periods without unduly crowding out other valuable contributions, as well as the need to maximize the impact of the limited funding.
3. Compensation for full-time (.5 or greater) non-tenure-track or tenure-tenure-track faculty will be the greater of the minimum applicable compensation set by the campus or 2.75% of the faculty member's nine-month base (i.e., not including stipends and other additional compensation) salary per credit hour up to the maximum amount set by the campus.
4. Lecturers are to be paid at the normal college rate, relative to qualifications if applicable, per credit hour for the course up to the full-time faculty minimum.