

## General Policies and Procedures

### f Policies

- o In signing the Instructor Contract, the instructor acknowledges that he/she has read and agreed to all policies and procedures stipulated herein and in the contract.
- o Minimester policy questions and issues are handled by W Provost's Budget Office—Academic Affairs 410-704- .
- o Faculty can only be compensated for teaching courses for which they have signed the Instructor Contract.
- o Chairs and Program Directors should not set lower enrollment limits for Standard courses than are set in the fall and spring semester and are encouraged to set higher limits when it does not significantly reduce the quality of the course.
- o Faculty teaching classes with multiple HEGISes or course numbers will be compensated for a single course; and all sections should be listed on the same contract.
- o Linked or mixed undergraduate-graduate courses (e.g., 300/500) are treated as a single class and compensation for linked courses is calculated at the undergraduate pay rate up to the single course maximum.
- o Enrollment in an individual course or class cannot be split to create multiple sections of the same course for compensation purposes.
- o Faculty may teach Standard Special courses with an enrollment of 1 student or more.
- o Appropriate Department Chairs or Program Directors must formally submit (by email) cancellation requests to Enrollment Services (rooms@towson.edu). The instructor or departments responsible for contacting all enrolled students in cancelled courses on the cancellation date. Student contact information can be obtained from Enrollment Services. The Departments also required to follow the standard contract cancellation procedure established by the Provost's Budget Office. Forms for the submission can be obtained at the following website: <http://wwwnew.towson.edu/provostpbo/>

f Procedures

- o Standard Course Term Files are submitted to Enrollment Services, but off-campus/closed contract Course Term Files must be sent to Bev Germain.
- o On-campus Minimester courses should be submitted with standard Minimester section numbers.
- o Off-campus Minimester courses should be submitted with off-campus section numbers.
- o Instructor Contracts are submitted to the Provost's Budget Office, which handles all contractual and payroll issues. Instructor Contracts for off-campus courses should be submitted prior to start of the Mini/Summer Sessions, so that they can be processed in a timely manner.
- o Instructor contracts for Special courses, such as internships and supervision of student teachers, off-campus courses, or other courses in which enrollment occurs outside the standard time frame for the session in which the course is offered, should include an attachment indicating the date of completed enrollment for the course.

Division of Academic Affairs  
Academic Resources and Planning  
Administration Building, 3<sup>rd</sup> Floor

- o Undergraduate courses with enrollments 15 or greater will be paid a flat rate \$1,000 per credit (e.g., \$3,000 for a 3 credit course). Graduate courses with enrollments 1 or greater will be paid a flat rate \$1,000 per credit (e.g., \$3,000 for a 3 credit course).
- o Enrollment 1 don