

Team-Taught and Tutorial Courses

Team-Taught Courses

A team-taught course is usually designated as such via Board of Instruction.

1. 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).
2. If the course was designated as team-taught (via BOI), then faculty teaching the course each receive full contact credit the first time the course is taught. Contact credit is split/shared if/when the course is taught in a subsequent semester. It is expected that both faculty members will be available during class time.
3. If the course was not designated as team taught (via BOI), then the department head and dean must agree to the arrangement AND the contact credit is split/shared by the faculty.

Tutorials

1. Tutorials are requested in writing by the deans and must be approved by the VPAA. 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.
3. Tutorials are generally authorized under the following circumstances:
 - a) The student needs the course to meet a curricular requirement and the course will not be offered (or be available to the student) before graduation; *and*
 - b) A full-time faculty member is willing to teach the course in overload (not in load); *or*
 - c) The tutorial can be offered in the summer (at the per-credit adjunct pay rate).

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.

4. 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).