

C O P Y

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

MEMORANDUM

TO: All Unit Heads

FROM: Robert H. Maier (signed Robert H. Maier)

DATE: September 10, 1982

Faculty who are teaching fewer than 12 semester hours have a reduced teaching assignment. Please be reminded that Appendix C (D., II., B.) requires you to communicate in writing the purpose of any reduction. I will need a copy of such a communication for the faculty members' personnel files.

Undergraduate classes with fewer than 10 students and graduate classes with fewer than 6 students are not permitted without approval from this office. When approval for small classes has been received, these exceptions do not accrue the full course credit hours toward a 12-hour load. Each undergraduate student accounts for one-tenth of the course credit hours and each graduate student one-sixth of the course credit hours until the full course credit is accumulated. Exceptions to this formula include certain lab courses which have been approved by this office and student teaching assignments.