

**GEORGE HERBERT WALKER
SCHOOL OF BUSINESS AND TECHNOLOGY**

**POLICY: THE FIVE COURSE RULE
REVISED 10/6/2011**

Please note:

- *This policy refers to the number of course approvals a faculty member may have at any one time. It alters the policy stated in #3 on page 15 of the 'Graduate Studies Handbook' (updated 10/99). It is a revision to the previous WSBT policy that went into effect with the 2005-06 academic year.*
- *It does **NOT** change the existing university policy regarding the number of courses per term (or per year) that a faculty member may teach. This policy is stated in the 'Graduate Studies Handbook' (updated 10/99) on page 15, #4: "Ordinarily faculty are limited to two sections per term. A waiver must be obtained to assign an instructor a third section."*

What are the potential problems the policy seeks to avoid?

1. A faculty member teaching too many courses attended by the same group of students—**Overexposure Problem**. It is important that our students receive instruction from a variety of faculty with diverse points of view to maximize learning and breadth of knowledge in the field.
2. Faculty members teaching too broad a range of courses and thus making it difficult for them to keep up with the field or be more likely to push themselves into areas of marginal academic knowledge—**Spread Too Thin Problem**. We expect faculty members to be experts in the field they teach.

The 'Five Course Rule' for Faculty Approvals

1. The "Five Course Rule"

An adjunct faculty member will be approved for a maximum of five WSBT courses at a time.

A maximum of three core courses

The faculty will be approved for no more than three core courses in the same major, emphasis or certificate program. There will be no exception for 5000 and 6000 courses.

Substitutions

If a new course approval is requested for a faculty member who already has 5 approvals, then one approval must be removed before another course will be approved. However, please note the revised policy: **The removed course will become invalid as an approved course.** Therefore, it will be necessary to resubmit for approval if there is a request to reinstate the removed course.

No more than one course substitution will be allowed per year. However, the use of substitutions on more than an occasional and necessary basis -- even if requested twelve months apart or longer -- is not encouraged and will likely not be approved.

2. Special Waivers

A Limited Special Waiver may be granted on a one time basis when there is an emergency that needs to be addressed. For example, the regular instructor is ill and must be suddenly replaced.

A Permanent Special Waiver may be granted for very unusual circumstances involving either the site or an individual member of the faculty, and the circumstances are unlikely to change in the foreseeable future. Only one waiver involving one course for one faculty member will be approved. A permanent waiver would be subject to a five year sunset, and must be renewed at that time.

3. Implementing Issues established in 2005 – Now Void

The Grandfather principle – **Void Effective 1-1-2012** – All past approvals would be grandfathered, unless the total number exceeds seven. In cases where there are more than seven courses, this triggers an immediate reduction to 7 approved courses. The site director will determine which courses will be removed.

The Grandfather Sunset – **Void Effective 1-1-2012** – All grandfathered approvals will end five years after the establishment of this new policy. This should provide ample opportunity for academic administrators to make adjustments to comply with the new policy.

The Effective Date

These policy revisions take effect with the Spring 1, 2012 term.

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