Date: January 5, 2016

To: All Faculty

From: Martin Tadlock, Provost and Vice-President for Academic and Student Affairs

Subject: Proposed Guidelines on use of Miscellaneous Rate

In recent years, Bemidji State University has experienced increased student demand for online course offerings. Faculty and academic departments have responded, in part, to this increased demand by providing instruction for these courses as provided by Article 10, Section A, Subd. 6 (Miscellaneous Instructional Categories) of the Master Agreement between the Minnesota State Colleges and Universities Board of Trustees and the Inter Faculty Organization.

As demand for online courses continues to grow, Bemidji State University established the initial guidelines in 2009 and updated guidelines in 2012 to promote high quality student learning opportunities consistent with the University mission and to ensure the fair and equitable treatment of faculty. To continue our efforts toward this goal I propose the following:

Faculty members, who in addition to regular, full-time duties, teach courses under the miscellaneous instructional categories normally shall not, without special permission of the President or designee, be assigned, or self-assign more than 9 credits per semester and will not be permitted to enroll more than 75 students per semester for such course instruction. Faculty members who teach such courses during summer session will abide by the same limits on credits and total students. Normally, use of the miscellaneous instructional categories in summer session will be limited to low enrollment courses. The credits of courses offered under the miscellaneous instructional categories will be counted towards the 16 credit limit for summer session offerings. Faculty will work with their academic department and college dean to set appropriate course enrollment limits for all courses offered under the miscellaneous instructional categories provision, consistent with these guidelines. These guidelines will become effective fall semester 2016.