

**MEMORANDUM**

TO: Chairs and Directors  
FROM: Carl Lejuez, Dean  
DATE: August 24, 2016

**RE: Winter Session**

**Why are we doing this?**

Winter session has great potential impact for the College, but also can positively impact students, faculty, and our Departments/Programs.

- Winter session can provide students with the ability to spread courses beyond the traditional fall and spring semesters. This can impact GPAs and better progression. Winter session is a valuable curricular tool for students that are managing the conflicting goals of progressing toward an on-time graduation with a good GPA and the necessity to complete life changing co-curricular experience and/or work during the academic year.
- Winter session can provide a lighter teaching load for faculty in the spring semester which can be used to enhance research activities.
- Winter session can provide departments with additional flexibility for offering their curriculum and, like summer, provide an opportunity for additional revenue to support their mission.

**General guidelines**

In most cases, winter session will be taught on load counting for the spring semester. The course taught on load should be SCH positive or at least SCH neutral when considered against the course that would have been taught in the regular spring semester. New courses that might attract new students are preferred, while smaller versions of courses required as part of a department's curriculum should be avoided. SCH is never the only deciding factor in decisions made regarding curriculum in the College, but winter term teaching that leads to significant SCH reduction is problematic for students who need access to particular courses, as well as for the budgetary impact on units and the College more broadly.

**Staffing courses**

If a winter session course is *taught by a faculty member*:

- 1) The course is taught on-load
  - a. The course counts toward SPRING 17 load for the first year of the program. (How this counts in later years is being developed to encourage more flexibility)
  - b. If the course release in the spring results in a teaching load of 0, the faculty member must still complete other research and service duties as in any other semester.
- 2) The course is taught as an overload
  - a. This would be approved on a case-by-case basis based on faculty preference or SCH-related issues.
  - b. Overload pay follows the model used for summer session compensation for both faculty and GTAs. Mark Reynolds will provide guidelines for compensation limits with this model.

If a winter session course is *taught by a qualified graduate student*:

- 1) The course would be taught as an overload. Richard Appelhanz will provide guidelines and details about how to set up appointments for GTAs