



## Personnel Policies for Lincoln University

The guiding principle for these policies is *The Rules and Regulation of Lincoln University • Chapter I University Governance: Structure and Functions • Chapter VI Administration and Finance • Chapter VIII University Employment • HRSHB 6.7.2*

Effective August 13, 2009

# Below Minimum Enrollments

### Letter from the President

### Rules and Regulations

### Adjunct Handbook

 Print using your browser's print function.

### Faculty Handbook

 Print using your browser's print function.

### Staff Handbook

 Print using your browser's print function.

### Employees covered by this policy

This policy applies to all Faculty employees at LU and applicants of positions.

### Policy

As a general rule, the following minimum levels of enrollment are required in order for classes to be held:

- Graduate Level: 5 students
- Upper Division (Undergraduate Level): 10 students
- Lower Division (Undergraduate Level) : 15 students

In cases where class enrollment minimums are not met, department heads are authorized to negotiate and make recommendations to adjust compensation in accordance with the stipulations outlined below. Final adjustments are pending approval from the college dean and Vice President Academic Affairs.

When regularly advertised classes that do not reach minimum enrollment levels are offered, the faculty member may be compensated on a tuition-only rate. The tuition-only rate shall be defined as the total number of credit hours generated in the class on the deadline date for adding classes multiplied by the appropriate graduate or undergraduate in-state tuition rate and shall not be reduced by any fringe benefit cost.

The amount of pay for tuition-only cannot exceed the normal rate of pay.

However, under-enrolled courses which are either new or exploratory in nature, required in the major for candidates for degrees, or presented by the same instructor in conjunction with other, heavily-enrolled courses may be conducted at full compensation, as an exception to the general rule, at the discretion of the college dean.

Faculty who elect to provide instruction in special situations for which compensation is not provided will be credited in performance ratings with having made special contributions to the university's programs and the welfare of the student(s).

All adjustments in compensation will require administrative approval.