



## The American University of Kurdistan Policy of Class Size

Policy Number: AS022

Effective Date: June 15, 2021

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### I. INTRODUCTION

- a. **Authority:** The Board of Trustees (herein referred to as “Board”) at The American University of Kurdistan (herein referred to as “AUK” or “University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This policy aims to set guidelines for the accommodation of large and small classes.
- c. **Scope:** This policy applies to all undergraduate academic degree programs at AUK, Admissions and Registration Department (ARD), Provost’s Office, Deans/Heads of departments, and academic advisors. Note that the policy is specific to academic courses, not CAPA courses.

### II. ROLES AND RESPONSIBILITIES

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Admissions and Registration Department
- c. **Responsible Office:** Office of Provost and Office of Admissions and Registration
- d. **Policy Contact:** Provost’s Office

### **III. DEFINITION**

Class size is the average number of students per classroom, calculated by dividing the number of students registered by classrooms. The classroom instructor has responsibility for instruction, assessment, and reporting. The policy sets out the class size guidelines across all undergraduate academic degree programs offered at AUK.

### **IV. POLICY STATEMENT**

The AUK recognizes the fundamental contribution of class size to the learning outcomes for students, quality of teaching and the health and well-being of instructors. Moreover, the policy acknowledges that there are diverse ways to structure teaching and learning environments that optimize learning opportunities. The teaching organization should provide and maintain, as far as is practicable, a safe, healthy, and intellectually stimulating workplace.

### **V. POLICY PRINCIPLES**

- a. Enrollment numbers will be captures/finalized on Census Day.
- b. The minimum number of students allowed to enroll in a course is 5.
- c. No course will enroll over 60 students.
- d. The University adheres to pedagogical best practices as per the discipline, program, and course level. Courses that are over 40 should funnel students to courses with lower enrollment. This would serve to distribute students better while ensuring that best teaching and learning practices are followed. There are courses where enrollments over 40 may be applicable and support student learning outcomes.
- e. Multiple sections of a course may be opened when enrollment exceeds the optimum class size or facility capacity. Approval from the Provost is required for all multiple-section offerings. As much as possible, multiple sections should be scheduled at the same time slot to allow the possibility of consolidating sections if enrollment drops.
- f. If less than 5 students have registered for a class, the class will be cancelled. When an exception is granted by the Provost, in consultation with the Deans and department Chairs, compensation will be determined. . Low-enrolled course sections should be cancelled one week prior to the first day of classes to ensure sufficient time for students to select alternative course options.
- g. The appendix includes a pay and workload credit scale for courses based on course type, enrollment, and number of sections; the objective is to acknowledge faculty who teach larger classes, and appropriately pay faculty who teach under enrolled classes.

### **VI. PROCEDURES**

- a. Students will be informed by the ARD via email and/or phone that their course(s) has been cancelled due to insufficient enrollment.

- b.** In the case of a course cancellation due to low enrollment, students will be advised to meet with their program chair/adviser to discuss alternative courses that will ensure that students stay on track for completion of all requirements.

**c. Exceptions**

There may be exceptions to the cancellation of courses in the case of low enrollment.

These may include:

- single-section senior-level courses that are required by graduating students;
- capstone/clinical fieldwork experiences;
- new courses in programs that need time to develop;
- selected topics or seminar courses;
- discipline-specific upper level courses.

**Procedure:** The Department Chair, in conjunction with the Dean and Instructor can make the case to run a course that has an enrollment under the recommended numbers, which will then be reviewed and approved by the Provost. The decision should be documented by the College and signed by the Provost and shared with HR, ARD, and the Finance Office.

**d. Accommodations of Full-Time Faculty**

For faculty on full-time contracts, accommodations may be made in cases of cancelled courses. It is the responsibility of the Deans and Department Chairs to try to accommodate the needs of full-time faculty. These accommodations may include:

- reassignment to a program or Gen Ed course within the faculty's disciplinary scope that is in high demand (and displacing an adjunct);
- opening another section of a required course that is in high demand;
- expansion of enrollment in another course that the faculty member is teaching;
- balancing the lower teaching load with a higher teaching load in the subsequent semester; and
- accepting an administrative or research assignment as a teaching reassigned time as approved by the Dean and Provost.

**e. Accommodations of Adjunct Faculty**

On occasion, the services of some adjuncts may not be needed due to the cancellation of course sections and/or when adjuncts are displaced by full-time faculty members when the latter are reassigned to courses as stipulated above.

**Procedure:** Department chairs, Deans and Human Resources must inform adjuncts of the possibility of course cancellations; adjuncts must be informed of courses that are pending cancellation as soon as possible. Final determinations on course cancellations should be made and communicated to adjuncts no later than a week prior to the first day of classes for that semester.

**f. Reduced Section Salary/Workload Credits for Adjuncts**

There may be the possibility of running low enrolled sections if the course is necessary for the reasons stipulated under "c. Exceptions", and if the adjunct faculty member agrees

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to a pro-rated salary based on the number of students enrolled. For example, with the minimum enrollment expectation being 5, an enrollment of only 3 students would merit 50% of the current salary rate. The offering of such courses under exceptional contracts will need to be approved by the Dean and Provost.

### **VII. POLICY HISTORY**

- a. **Approved by:** Board of Trustees
- b. **Adopted:** June 14, 2021
- c. **Amended:** October 13, 2022
- d. **Amended:** September 20, 2023

Appendix

**COMPENSATION AS PER CLASS SIZE POLICY**

**Note:** A full-time faculty who teaches more than 24 credits per academic year will be paid for the extra teaching credits as calculated in summer. Faculty who do not complete 24 credits per academic year are required to make up for the missing work load credits during the next academic year.

Class type	Number of Students	Number of Sections	Pay per Credits	Pay per 3 credits course	Credits for full time faculty
Lecture	50 to 60	2	\$2,000	\$6,000	6 credits for 2 sections
Lecture	30 to 49	1	\$1,000+\$100 for each extra student \$3,750	Example: a 3 credits course with 35 students enrolled will be calculated as follows: \$1,000+(5x\$100) = \$3,500	3.1-4.9 credits per course Pay per Credit + (number of students exceeding 30 x \$100)
lecture	5 to 29	1	\$1,000	\$3,000	3 credits per course
Computer Lab	5 to 25	1	\$1,000	\$3,000	3 credits per course
Tutorial Lab (example: ETE lab)	5 to 20	1	\$1,000	\$3,000	3 credits per course
Studio	Minimum 3 and maximum class enrollment is limited to the number of students able to be accommodated by the space, equipment and tutor/demonstrator allocation	1	\$1,000	\$1,000 x Number of credits per course. example of a 4- credit course: \$1,000x4= \$4,000	Credits required per course
Independent Studies	3	1	\$1,000	\$1,000	1 credits per course