

<b>GSB</b>	Grossman School of Business  58000
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
September 4, 2012	September 4, 2012	September 4, 2012	<b>Provost Approved</b>

Additional Info:



The University of Vermont

TO: Gayle Nunley  
FROM: Sanjay Sharma, Dean and Professor of Management *Sanjay Sharma/NC*  
DATE: September 4, 2012  
RE: Departmental Guidelines regarding CBA Articles 16.15, 16.17, and 16.18

Per your request of August 30, 2012, here are the guidelines as requested.

**16.15 – on-line courses**

*The faculty and the Chair in each department or equivalent unit shall develop guidelines for the selection and instruction of on-line courses. This shall be completed with the participation of department faculty within six months after ratification of the contract. Such guidelines will be sent to the Dean and the Provost for review. Upon approval by the Dean and Provost, the guidelines will be distributed to faculty and will be implemented in the immediately subsequent academic year. When assigning online or hybrid courses as part of a faculty member's workload, the Chair shall act in a manner consistent with the guidelines developed by the department. In such circumstances, it shall be the responsibility of the Department Chair to ensure that the faculty member to whom such an assignment is made has been sufficiently trained on on-line teaching, at University expense, prior to any such requirement. On-line course work will be taken into account as one of the factors that the Chair shall consider in setting the workload of faculty members pursuant to Article 16.2.*

To be defined early Fall 2012

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**16.17 – theses/independent work**

*Each department or equivalent unit that engages in the instructional activities of supervising theses and dissertation; independent studies, reading and research; and internships is expected to develop equivalency standards that provide instructional credit for each of these activities. The faculty and Chair in each department or equivalent unit shall develop these equivalencies within six (6) months after ratification of the contract. Such standards will be sent to the Dean and the Provost for review. Upon approval by the Dean and Provost, the standards will be distributed to faculty and will be implemented in the immediately subsequent academic year.*

**Allocation and Tracking of Non-Course-related Academic Work (approved May 9, 2012)**

The following workload guidelines for the School of Business are established in an effort to provide a methodology for determining, allocating and monitoring the non-course-related University of Vermont academic activities of the faculty and staff.

Course equivalents will be credited for the following activities:

- Doctoral Thesis

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- Primary Supervisor of 1 successful defense equals 0.5 course equivalents
- Committee member of 3 successful defenses equals 0.5 course equivalents
- Master's Thesis
  - Primary Supervisor of 2 successful defenses equals 0.5 course equivalents
  - Committee member of 4 successful defenses equals 0.5 course equivalents
- Six Credit Hour Undergraduate Honors Thesis – 4 completed theses equals 0.5 course equivalents
- Three Credit Hour Honors Thesis/Internships/Independent Studies/Guided Research/Projects – 6 completed projects equals 0.5 course equivalents

In addition, a faculty member will initiate a maximum of 4 of these activities an academic year, unless otherwise approved by the Dean.

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### **16.18 – large enrollment courses**

*Each department or equivalent unit shall develop equivalencies for instruction in large enrollment classes. The faculty and Chair in each department or equivalent unit shall develop these equivalencies within six (6) months after ratification of the contract. Such standards will be sent to the Dean and the Provost for review. Upon approval by the Dean and Provost, the standards will be distributed to faculty and will be implemented in the immediately subsequent academic year.*

### **Course Equivalent (CE) Recognition Based on Class Size (approved April 27, 2012)**

The following workload guidelines for the School of Business are established in an effort to provide a methodology for determining, allocating and monitoring the course related academic activities of the faculty and staff.

1. Course equivalency will be adjusted based on course size as follows, where  $N$  represents enrollment in a class at the beginning of the semester.

$$N \text{ approximately } \geq 75 = 2.00 \text{ CE}$$

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