



Procedure for Oversized Class Sections

CTA Contract

19.2.4: Oversized Class Sections:

By agreement between the supervising dean and the instructor assigned to a course, and in consultation with the School Coordinator, if any, a class section may be scheduled at 1.5 or 2.0 times the regular class max approved for the respective course in the Course Outline of Record. Such scheduling should be done intentionally and strategically, in response to clear student demand and with careful consideration of pedagogical implications.

Timeline and compensation:

- A. The decision to enlarge a class section to 1.5 or 2.0 times the regular class max may be made any time prior to the first day the class meets, providing this decision adheres to the guidelines above.
- B. The instructional load and/or compensation of the instructor of a section scheduled at 1.5 times the regular class max shall be adjusted to 1.5 the regular load/compensation for that course, and the load and/or compensation of the instructor of a section scheduled at 2.0 times the regular class max shall be adjusted to 2.0 the regular load/compensation for that course provided that enrollments **at the census date** meet the respective 1.5 or 2.0 size requirements.
- C. If actual enrollments at census fall short of the scheduled 1.5 or 2.0 class max, the instructor's load and/or compensation shall be reduced by intervals of .25, as follows:

Scheduled size	Enrollment at census	Load & compensation:
2.0 times regular class max	2.0 times regular class max	2.0 regular load / comp.
2.0 times regular class max	Less than 2.0, but equal to or greater than 1.75 regular	1.75 regular load / comp.
2.0 times regular class max	Less than 1.75, but equal to or greater than 1.5 regular	1.5 regular load / comp.

2.0 times regular class max	Less than 1.5, but equal to or greater than 1.25 regular	1.25 regular load / comp.
2.0 times regular class max	Less than 1.25 regular	Regular, single section
1.5 times regular class max	Less than 1.5, but equal to or greater than 1.25 regular	1.25 regular load / comp.
1.5 times regular class max	Less 1.25 regular	Regular, single section

D. In cases where the above calculations do not result in whole numbers, (e.g. 1.5 times a class max of 35 = 52.5 students), the number of students required for additional compensation shall be rounded down to the nearest whole number (e.g. in a class with a regular max of 35, 52 students at census qualifies the instructor for 1.5 times the regular load / compensation).

Payroll memo procedure (for full term classes only) –

1. Department schedules class as usual (except for increasing class max)
2. Department communicates to faculty that additional pay will not be determined until after census and will not start to be paid until second pay month of semester
3. Workload should not be adjusted at this time
4. Payroll memo is generated as usual at the beginning of the semester (during first pay month)
- *After census date (second pay month)**
5. Department confirms additional pay based on enrollment at census
6. Workload should be adjusted at this time (override in SIAASGN)¹
7. Department sends transmittal to HR to get additional pay processed and revised memo generated²
8. Faculty will receive additional pay spread evenly over remaining 4 pay months

The procedure is the same for 8-week classes (3 total pay months), EXCEPT the census date falls at the end of the second pay month, thereby missing the payroll deadline for the second month. Additional pay will be received in the last pay month for 8-week classes.

¹ Depending on where the oversized class falls (contract/overload/split), FT faculty workload will need to be redistributed.

² Pay hours increased for oversized class **does include finals pay**.

Example:

3-unit course
 Original pay hours 48 + 2 for final = 50 total pay hours
 1.5 oversized class confirmed at census
 50 pay hours x 1.5 = 75 total pay hours for oversized class