



ST. PAUL'S UNIVERSITY

**POLICY ON EXTRA TEACHING LOAD
COMPENSATION**

ACADEMIC POLICY NO. 007 OF 2011

2011

1. Preamble

St. Paul's University is committed to the principle of equal employment opportunity and fair terms and conditions of employment. The University upholds academic excellence and ascribes to universal practice of a standardized lecturer – student ratio for all levels of courses. The University also always strives to compensate all service providers at competitive rates commensurate with the service rendered and comparable to prevailing market rates

The primary objective of the 'extra teaching load compensation policy' is to establish a framework within which lecturers who are assigned extra teaching beyond the set load limit are adequately compensated in a manner that is consistent with St. Paul's vision and mission.

2. Name

This policy shall be called the 'extra teaching load compensation policy'

3. Definition of terms

1. Normal teaching load refers to a total of 12 contact hours of teaching in a seven-day week in any of the university campuses for both day and night classes and for all modes of delivery.
2. Extra teaching load refers to any contact hour of teaching that is assigned to a lecturer in a given seven-day week over and above the normal teaching load of 12 hours a week.
3. Maximum work load refers to 40 hours that a lecturer spends in active duty in a given seven-day week
4. Contact hour refers to a time-tabled session of a formal teaching period of one hour each
5. Unit refers to a course or subject in a program of learning, which normally will carry 3 or 4 credit hour depending on the discipline of study or level of program (e.g. diploma, Bachelor, Masters)

4. Guiding Framework

1. Each lecturer is assigned 12 hours of normal teaching load in a week
2. Any other teaching assignment that is allocated to a lecturer who already has the normal teaching load is counted as an extra teaching load
3. A lecturer with an extra teaching load will be compensated on an hourly basis at a rate set by the University

4. A lecturer who is assigned extra teaching load shall, as far as the extra teaching load is concerned, be counted as an adjunct, and the rules and regulations that govern adjunct teaching shall apply.
5. The 12 hours teaching load is part of 40 hours of a lecturer's weekly maximum workload. The additional 28 hours be and is expected to be spent on normal routine duties including preparation for teaching, grading assignments and tests, tutorials and mentoring, supervision of academic work, administrative work, meetings, report writing and other related tasks.
6. The optimum lecturer – student ratio for any course shall comply with recommended ratios set as best practices in higher learning:

6.1 Medical and Allied Science	-	1:7	
6.2 Applied sciences	-	1:10	
6.3 Pure and Natural Science	-	1:10	
6.4 Arts and Humanities	-	1:15	
6.5 Social Science	-	1:18	
7. Special clearance must be sort from the DVC in charge of Academic Affairs before mounting a class with numbers smaller than the standard recommended ratio.

5. Administration of the Policy

1. The University Senate is the custodian of this Policy and the day-to-day responsibility and authority for its implementation rests with the Deputy Vice Chancellor in-charge of Academic Affairs.
2. Adjunct lecturers shall be contracted on need basis, for specific units to be taught over a specified period of time, and under normal circumstances not exceeding a semester.
3. Units must in the first instance be assigned to regular (full time) lecturers; and assigned only to an adjunct if the requirement for the normal teaching load has first been met
4. If there are more units than there are lecturers available to take on as their normal teaching load, any extra unit should in the first instance be considered for deferral to a subsequent semester and offered only if such deferral is not possible.
5. Where a unit cannot be deferred to a subsequent semester, and is assigned to a lecturer who already has a normal teaching load of 12 hours, the lecturer takes it on as an extra teaching load

6. Conclusion

This policy is ratified by the University Council and shall remain in force until such a time when the Council revokes, amends, or revises it, in which case it shall be superseded.

REVIEW OF THE POLICY

This policy shall be reviewed as need arises.

REFERENCE OF THE MINUTES

The policy was adopted by the senate on 5th May 2011, the 29th University Senate Meeting.

AUTHORIZATION

Council Chairman:

Name: _____

Signature: _____

Date: _____

Official Stamp