

**Teaching Credits at Columbia Business School**

This document is intended to outline the Columbia Business School operating policies about teaching credits and compensation as of April 2016.

**CORE COURSES (MBA[[1]](#footnote-1) and EMBA[[2]](#footnote-2))** Fall 2013 through Summer 2015. This has remained in practice through 2016.

Beginning in Fall 2013, core course credits are counted as follows:

* 1 full semester core course = 1.25 teaching credit
* 1 half semester core course = .75 teaching credits
* 1 co-taught full semester core course = .75 teaching credits
* 1 co-taught half semester core course = .45 teaching credits
* Core courses taught before Fall 2013 received the same credits as elective courses below.
* A new committee will evaluate the credits for core courses taught after Summer 2015**[[3]](#footnote-3)**

**ELECTIVE COURSES (MBA and EMBA)**

Teaching credits should be counted as follows:

* 1 full semester non-core course = 1 teaching credit
* 1 half semester non-core course = .6 teaching credits
* 1 co-taught full semester non-core course = .6 teaching credits
* 1 co-taught half semester non-core course = .36 teaching credits

Because teaching credits are tied to faculty compensation, it is not appropriate to round up or down when making such calculations.

**Global Immersion Project (GIP)[[4]](#footnote-4)**

Global Immersion Projectcourses may not be counted for credit, but entitle faculty members to additional compensation for one credit based on the current additional compensation for teaching policy - currently: $20,000 + 5% of salary[[5]](#footnote-5)

**Block Week Limits[[6]](#footnote-6)**

Faculty members will be limited to teaching one **block week** per academic year towards their regular teaching responsibilities. If Faculty members elect to over teach and lead more than one block week, then they will be given additional compensation for those additional courses.

No faculty member may be paid more than 20% of their salary as additional compensation in a year according to University policy.

No Faculty member may bank more than 3 courses at a time.[[7]](#footnote-7)

**Additional Teaching Credit Policies and Practices**

The normal teaching load for full-time tenured and tenure-track faculty is 3 credits per year. Any change (short or long term) from this load requires written confirmation from the office of the dean or provost.

Normal approved reasons for course releases include:

* Formal full or partial leave of absence (documentation from the office of the provost)
  + This includes sabbaticals, parental workload relief, research leaves, medical leaves etc.
* Exemption from teaching duties (documentation from the office of the provost)
* Formal course release in initial offer letter (documentation from the office of the dean)

Unapproved examples of course releases include:

* “I have a course off for running the center” (without formal documentation)
* “I am on partial leave this semester” (without formal documentation)
* I am teaching at SIPA (without formal documentation from the dean’s office that this counts for teaching load)
* I am buying out a course (without formal paperwork filed) see procedure at: <http://www4.gsb.columbia.edu/filemgr?&file_id=7224026>

1. Committee on Core Structure 5-3-2013 <http://www4.gsb.columbia.edu/null/download?&exclusive=filemgr.download&file_id=7220667> [↑](#footnote-ref-1)
2. Executive Committee 1-29-2014 <http://www4.gsb.columbia.edu/filemgr?&file_id=7223979> [↑](#footnote-ref-2)
3. Executive Committee 1-29-2014 <http://www4.gsb.columbia.edu/filemgr?&file_id=7223979> [↑](#footnote-ref-3)
4. Executive Committee 5-17-2012 <http://www4.gsb.columbia.edu/filemgr?&file_id=7221290> [↑](#footnote-ref-4)
5. Executive Committee 3-25-2010<http://www4.gsb.columbia.edu/null/download?&exclusive=filemgr.download&file_id=7214690> [↑](#footnote-ref-5)
6. Executive Committee 5-17-2012 <http://www4.gsb.columbia.edu/filemgr?&file_id=7221290> [↑](#footnote-ref-6)
7. Executive Committee 9-21-2011 [http://www4.gsb.columbia.edu/null/download?%0A%%0A%0A0A&exclusive=filemgr.download&file\_id=7219221](http://www4.gsb.columbia.edu/null/download?%0A%25%0A%0A0A&exclusive=filemgr.download&file_id=7219221) [↑](#footnote-ref-7)