

Teaching Credit Guidelines – Credits Earned per Class Taught

Proposal shared with and endorsed by the Executive Committee March 2022 and Presented to the Faculty June 2022.

The Dean's Office periodically evaluates the workload associated with teaching in the core and electives and proposes changes to teaching guidelines for approval by the Executive Committee and the Faculty. Guidelines were previously updated in January 2018 and June 2020 to facilitate co-teaching with practitioners and to reward those who are willing to teach large sections of popular courses. The proposed revised policy makes a change to the large section teaching credits to reflect new classroom sizes on the Manhattanville campus and remove the uncertainty associated with sharp enrollment cutoffs. It also updates guidelines related to core teaching that were approved by the Faculty in 2021.

The following table details the teaching credit to be given to full-time Columbia Business School faculty members for different types of courses. This teaching credit schedule would become effective in summer 2022 for all full-time faculty.

Category	Number of Faculty / CBS enrollment	1.5 credits	3.0 credits	Notes
Core	1 FT	0.66	1.10	–Managerial Statistics and Lead (1.5 credits) earn 0.75 due to added instructional hours
	2 FT	0.33	0.55	
Elective	1 FT	0.6	1.0	
Elective-Co-teaching	2 FT	0.3	0.5	Dean's Office may credit 0.6 per instructor for a 3.0 credit course in extenuating circumstances
	3 FT	Add Comp	0.33	
	1 FT* + Adjunct	0.6	1.0	First three times a class is offered, if FT faculty member is present for all classes
	1 FT* + Adjunct	0.45	.75	Fourth and future times a class is offered, if FT faculty member is present for all classes
Multidisciplinary Course**	3+ FT (From at least 3 different divisions)	Add Comp	<=0.6 for lead Add Comp other faculty	
Large Sections	1 FT, $75 \leq N \leq 150$	$0.6 + 0.3 \cdot (N - 75) / 75$	$1.0 + 0.5 \cdot (N - 75) / 75$	Sections that fill large rooms (150) receive 50% added credit. No cutoffs. N = final enrollment.
	2 or more FT = divide credit above by number of faculty teaching			

Other	Master class 1 FT	0.6	1.0	
	Travel Immersion (GIP, local travel)	– Chazen can award tenure-track junior faculty up to 1 course credit for up to two classes per year for GIP courses that are hard to staff and are of strategic importance – All other full-time faculty (tenured, professors of practice, and (senior) lecturers in discipline, will receive add comp		

Additional Notes:

- More than 3 FT faculty in a 1.5 credit course - add comp
- 4 or more FT faculty in a 3.0 credit course - add comp
- FT = tenure track faculty, professors of practice, and lecturers
- Master classes and project based classes have standard compensation
- * The Full-time faculty needs to be present at all classes
- ** To be included in this category, the Dean's Office must approve the course and the lead instructor teaching credit (otherwise the standard treatment of everyone getting add comp applies). Minimum course cap of 65 students with no premium for teaching a larger class. Lead instructor must be present in a portion of the other faculty's sessions and provide course oversight and pull together consistent themes for the students.