

Teaching Credit Guidelines – Credits Earned per Class Taught

July 11, 2023

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. This Proposal was shared with and endorsed by the Executive Committee in July 2023 and presented to the Faculty thereafter. Small changes were made to ‘seminar’ style course credits, and other clarifications were added to improve operations.

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 will become effective in Fall 2023 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	
	3 FT	.2	0.33	
	1 FT* + Adjunct (1 st , 2 nd & 3 rd times taught)	0.6	1.0	First three times a class is offered, if FT faculty member is present for all classes
	1 FT* + Adjunct (4 th & future times taught)	0.45	.75	Fourth and future times a class is offered, if FT faculty member is present for all classes
Multi-faculty / Seminar Style Course**	4 FT	0.1 for lead faculty. Others split remaining 0.6 credit based on sessions taught TOTAL =0.7	0.2 for lead faculty. Others split remaining 1 credit based on sessions taught TOTAL =1.2	For any course section with more than three full-time faculty instructors, the Division must enter all teaching faculty in Coursedog to make sure that credits are allocated. Lead faculty member should be listed first If teaching is not equal across all faculty, division must request an adjustment.
Large Sections	1 FT, 75 <= N <=150	$0.6 + 0.3*(N - 75)/75$	$1.0 + 0.5*(N - 75)/75$	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			

* The Full-time faculty must be present at all class sessions

** To be included in this category, the Dean’s Office must approve the course and the lead instructor teaching (1 credit). Course cap may not be less than 65 students. Lead instructor must be present at the beginning of each session to introduce the speaker and take attendance and is expected provide course oversight, pull together consistent themes for students, and oversee grading of all assignments and determination of students’ course grades.

Travel Immersion (GIP, local travel)	1 FT	0.6	1.0	
	2 or more FT = divide credit above by number of faculty teaching			
	<ul style="list-style-type: none"> • With Dean's Office advance permission, Chazen can award tenure-track junior faculty up to 1 course credit per person 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, must have overteaching approved in advance and will receive add comp if they have not exceeded allowable limits. 			

Additional Notes:

- FT = tenure track faculty, professors of practice, and lecturers
- Project-based classes and those previously called "master classes" receive standard compensation.

History of Policy:

- Originally approved by the Executive Committee of the Faculty 7-18-2017 and 1-17-2018 June 2020, and March 2022, and July 11, 2023.
- Revision 1-17-2018 to clarify that 4 FT faculty teaching a 3.0 credit course will receive add comp.
- Revision June 2020 to adjust for co-teaching with adjunct faculty
- Revision 2022 adjusted large class credits for new room sizes.
- Revision 2023 to clarify details and streamline seminar course policy going forward