

## COLLEGE OF ARTS AND LETTERS INTERSESSION POLICY

Missouri State University offers courses during three intercession periods (January, May, and August). The intercession format provides unique opportunities for enhancing the curriculum and extending access to students, and faculty members are encouraged to develop proposals for these courses. The course proposals are approved and reviewed by the Department Head and the Dean.

Instructional salary for intercessions is based on a scale of two and one-half percent of base salary per teaching load equivalent. Intercession salaries are paid by the College as part of its total course funding budget; therefore intercession proposals are recommended to the Dean as part of each department's total course funding request. Proposals for January and May intercessions are submitted in mid-summer as part of departments' course funding proposals for the new fiscal year; proposals for August intercessions are submitted early in the spring semester. Departments may use whatever internal review process they deem appropriate, but proposals must be recommended by the department head.

Intercession courses are expected to meet the minimum enrollment guidelines applied to courses offered in other academic terms. In limited circumstances where enrollments are lower than desired but there is significant value in still offering the course, faculty may be given the option of teaching the course at a pro-rated rate of pay.

Both full-time and part-time employees are eligible to propose and teach intercession courses, although typically priority will be given to full-time employees.

Proposals should address one or more of the College's priorities for intercession courses. These include: supplementing existing curriculum in significant ways, meeting student and program demands, enhancing student access, and curricular development.

All proposals must include a completed College proposal form with appropriate signatures and a course syllabus.