

## Article 26

### INDEPENDENT STUDY AND INDIVIDUALIZED INSTRUCTION

A. A FACULTY MEMBER engaged with students in independent study shall be paid in accordance with Section C of this Article when the following requirements have been met:

1. The FACULTY MEMBER'S assigned workload is eleven (11) or more workload hours for that semester or twenty-two (22) or more workload hours for the academic year. There are no workload restrictions for independent study performed outside the academic year except as noted in Section A.6. below.
2. An independent study program within a department must be listed in the University catalogue with an accompanying course description or must have received approval for inclusion in the catalogue.
3. Prior to the granting of academic credit, the department shall approve the course of study undertaken by the student.
4. The acceptance of independent study students shall be voluntary on the part of the FACULTY MEMBER; however, when such students are accepted, at least five (5) hours of FACULTY time per credit offered shall be made available upon request of each student. This time shall be outside the periods already allocated by the FACULTY MEMBER to classroom and office commitments.
5. The offering of independent study courses by the department shall be governed by the same credit hour constraints consistent with University policy.
6. Management will not approve nor shall a FACULTY MEMBER accept students for more than nine (9) workload hours of independent study per semester/session.

B. Individualized Instruction

A FACULTY MEMBER engaged in individualized instruction shall be paid in accordance with Section C. of this Article when the following requirements have been met:

1. The course must be a regular University catalogue course.
2. The course is not scheduled to be taught in the particular semester. However, in extraordinary circumstances, this rule may be waived by mutual consent at local meet and discuss.
3. The course assignment must be approved in accordance with the

procedure outlined in Article 6, DEPARTMENT CHAIRPERSONS, before the assignment is undertaken.

4. The acceptance of individualized instruction students shall be voluntary on the part of the FACULTY MEMBER; however, when such students are accepted, at least five (5) hours of FACULTY time per credit offered shall be made available upon the request of the student. This time shall be outside the periods already allocated by the FACULTY MEMBER to classroom and office commitments.

5. Management will not approve nor shall a FACULTY MEMBER accept students for more than nine (9) workload hours of individualized instruction per semester/session.

6. No course shall be offered as individualized instruction to more than five (5) students in a given semester/session. In extraordinary circumstances, this rule may be waived by mutual consent at local meet and discuss.

C. Payment Formula for Independent Study and Individualized Instruction

When the above requirements have been met, payment for independent study and individualized instruction shall be paid at the rate of \$158.62 per independent study or individualized instruction workload hour (rounded to next highest dollar).