**CAHSS Large Enrolled Class Funding; effective AY 2018-2019**

**For classes with enrollment of 75 and higher**

**I. General Guidelines:**

The guidelines below are based on a 3 or 4 WTU course. Courses that have lower number of WTUs will be prorated accordingly.

The department ASC should email the college Budget Analyst at the start of each term with a request that includes the class by subject and number (example: ABC 123), the enrollment projected, and the WTUs for the course. Enrollment at census will be used as the final enrollment for funding decisions. The funding is guaranteed if enrollments reach the minimum levels below.

**II. Instructional Student Assistant (ISA):**

Classes with enrollments of 75 and higher will have funding available to hire Instructional Student Assistants (ISA) additional support based on the size of the class, as outlined below. The funding will be at the minimum of the range for an Instructional Student Assistant per the CSU Salary Schedule (job classification 1150).

1. A class with enrollment from 75 - 96 will have ISA funding of 48 hours per 16 week term, which averages 3 hours per week.
2. A class with enrollment from 97-120 will have ISA funding of 96 hours per 16 week term, which averages 6 hours per week.
3. A class with enrollment of over 120 will have ISA funding of 144 hours per 16 week term, which averages 9 hours per week.

**III. Options for Departments with Graduate Programs:**

Departments with Graduate Programs (Anthropology, English, and Sociology), will have the option of hiring ISA as above or Teaching Associates (TA) or Graduate Assistants (GA). If TA or GA are hired, the funding will be at the minimum of the range for the classification per the CSU Salary Schedule. The number of weighted teaching units (WTU) allowed is determined by class enrollment as follows:

1. A class with enrollment from 75-96 will have TA or GA appointment of 1 WTU per 16 week term, which averages 2.6 hours per week of availability.
2. A class with enrollment from 97-120 will have TA or GA appointment of 2 WTU per 16 week term, which averages 5.2 hours per week of availability.
3. A class with enrollment over 121 will have TA or GA appointment of 3 WTU per 16 week term, which averages 7.8 hours per week of availability.

**IV. Implementation Process:**

Before hiring ISAs, the position must be advertised (for recruitment). Preferred minimum time of advertising is two weeks.

* To assist departments in the advertising process, Unit 11 Recruitment information is posted at: <https://hraps.humboldt.edu/academic-student-employee-recruitment-unit-11>
* The forms have descriptions that kind of walk you through the process, but Academic Personnel Services (APS) also has a guide posted here: <https://hraps.humboldt.edu/sites/default/files/docs/unit11_ase_hiring_guide.pdf>

Questions should be directed to APS.