CUPE LOCAL 3904 UNIT 2
EXTRA STUDENT PAYMENT PROCESS

The Steps to Follow in order to determine if payment is required for extra students:

1.   Determine the number of sections that constitutes the Contract Lecturer's workload.

2.   Determine the maximum number of students the Contract Lecturer can teach in light of the following formula (1 section the average section size is 60 students and 2, 3 and 4 sections the average section size is 55 students). The chart below will assist you in determining the maximum number of students an instructor can teach in light of the number of sections he/she is assigned.

A	B	C	D	E
# of Sections	Section Size	Number of Students	Additional Number of Students	Total Number of Students
1	60	60	**15**	75
2	55	110	**30**	140
3	55	165	**45**	210
4	55	220	**60**	280

3.   Determine the actual number of students the instructor is teaching. This will be calculated after four (4) weeks into the Fall, Winter and Spring/Summer semesters that run 13 weeks and after two (2) weeks into the Spring or Summer semesters courses that run less than 13 weeks.

4.   The Number of Students in Column C can be increased by an additional 15 students for each section (Column D) to the Maximum Number of Students (Column E).

5.   The instructor is compensated at **$80** per student for each additional student above the numbers outlined in Column C, up to the maximum additional students outlined in Column D.

6.   Contract Lecturers who obtain Teaching Assistant support will not receive payment for extra students.

Notes:

1.) The above section size provisions apply to credit and non-credit courses. Class size provisions do not apply to short courses, brokered courses and educational events, corporate/specialized, and independent learning/field study courses.

2.) Faculty members who are members of the Toronto Metropolitan Faculty Association and who were contracted to teach a Continuing Education course through The Chang School in addition to their regular TFA teaching workload assignment are not subject to the extra student payment process/payment.