



MINIMUM ENROLLMENT IN CLASS OFFERINGS POLICY
Effective January 1, 2025

To fulfill educational obligations, faculty in the Samueli School of Engineering are expected to engage in classroom teaching, with a normative number of 3 courses for ladder rank faculty and 6 for professors of teaching. These expectations can be adjusted due to heavy service load or similar (adjusted down), or lack of significant contribution to the research mission (adjusted up).

Recent rapid, and uneven, growth in faculty and student body size across the departments might create inequity in contribution of faculty to the School's educational mission. As a step to counter this, and to respond to changes in the campus budget model, the Samueli School establishes minimum enrollments for courses that would count toward a faculty member's contribution to classroom teaching. Effective January 1, 2025, there needs to be a minimum of 5 students enrolled in any graduate level course and 10 in undergraduate classes for them to count. For classes that combine undergraduate and graduate courses (i.e.; 1xx/2xx), the limit of 10 applies.

This policy may be modified and amended once more data are collected as this policy is implemented across the departments and its impact on their varying practices is evaluated.