

Teaching Load

Academic Policies

Approved: 02/03/2022

The teaching load for a full-time faculty member is a range of 23 to 25 credit hours or the equivalent, as determined by the department Chairperson and Dean of the College, during the academic year. Teaching assignments are made according to the requirements of the University curriculum and at the discretion of the department chair and dean. They are executed between the hours 7 a.m. and 10 p.m. Monday through Friday, and between the hours of 7 a.m. and noon on Saturday. Faculty members may be asked to teach more than 25 equated hours during an academic year, and will be paid at the current institutional rate for each equated hour in excess of 25.

A department Chairperson may receive a reduced teaching load of 3-9 hours per academic semester in order to carry out administrative responsibilities. The teaching load reduction will be determined by the Provost and Vice President for Academic Affairs in consultation with the appropriate Dean of the College. In addition to teaching load reduction, Chairpersons will receive a stipend for duties during the academic year and summer session. For the Faculty Senate President, the reassigned time will be equal to an equated teaching load of 6 hours per academic year with the option of a stipend in lieu of reassigned time; for the Senate Vice President, the reassigned time will be equal to an equated teaching load of 3 hours per academic year with the option of a stipend in lieu of reassigned time; for the Senate secretary, the reassigned time will be equal to an equated teaching load of 3 hours per academic year, with the option of a stipend in lieu of reassigned time. The chair of the Faculty Senate Undergraduate Curriculum Committee (UGCC) will receive 3 hours of reassigned time during the fall semester.

Laboratory and studio contact hours are multiplied by two-thirds when calculating load hours. Independent Study is equated as one-half load hour per student up to six students with a maximum of three load hours for six or more students.

Faculty workloads for coordination of internship/practicum students will be set at a 0.5 load hours per student up to five. From 6 to 20 students, the maximum load assigned will be 3.0; beyond 20, the coordinator will receive 0.25 load hours per student.

Undergraduate lecture classes will provide one load hour for each credit hour of the class.

Graduate load will be calculated as outlined in the Graduate Program Policies and Procedures.

Faculty can receive reassigned time or a stipend for administrative or other duties upon the written agreement of their department chair, relevant academic dean, and Provost. Such agreements must be documented in the annual evaluation.

Efficient use of faculty teaching time is the responsibility of the department Chairperson and Dean of the College, and the teaching load policy is not intended to penalize any academic department for its efficiency in management.