

I. FACULTY TEACHING LOAD

A. General Policy

The individual faculty member's load is determined through consultation of department chairpersons, the Dean, and the faculty member. A normal undergraduate load is considered to be twenty-four equated hours per year. In certain situations, particularly relating to graduate teaching loads, Deans, working with the Office of Academic Affairs, may determine alternate teaching expectations taking into account issues such as overall staffing levels, new program development, curricular revision, accreditation needs, scholarly pursuits and grant opportunities, and budgets. Reduction of teaching loads for department chairpersons and for others who have responsibility for the direction of extracurricular or administrative activities, provided that such activities are considered to be a part of the teacher's regular assignment, is determined by the Dean of the major academic unit and the Provost & Vice President of Academic Affairs. (See Section Five I.C.) Should circumstances necessitate deviation from the normal load, adjustment will be made in the teaching assignment in future semesters.

These regulations apply to the regular load for which a basic salary is paid, but do not apply where an overload assignment is authorized for extra compensation.

B. Evening Courses

As an integral part of their teaching load, members of the full-time faculty are expected to teach evening courses that are part of the program of the department or school of which he/she is a member. Appropriate consideration, where possible, will be given to the schedules of faculty members who are to teach both day and evening so that the total load is a reasonable one. The schedule maker will attempt to not assign early morning classes to faculty members who have taught late classes the preceding night.

C. Guidelines for Undergraduate Faculty Loads

The following guidelines are used in determining equated faculty loads for undergraduate faculty.

1. Laboratory Courses

- a. One equated hour for each hour of class lecture
- b. Three-fourths equated hour for each hour of laboratory

2. Courses Meeting at the Same Time

- a. Art Studio Workshop: Divide the total student credit hours by 25
- b. Other: Two or more courses meeting together will have the equated load determined by the department chairperson and the Dean

3. Music

- a. Music Private Lessons: one-third equated hour for every one student credit hour
- b. Band, Orchestra, Choir: three equated hours
- c. Record Library: one equated hour
- d. Other Ensembles: treated as laboratory – Jazz Workshop, Saxophone Quartet, Woodwinds Quartet, Clarinet Choir, Strings Ensemble, Woodwind Ensemble

4. Supervision

- a. Supervised Teaching: one equated hour for every 2 1/2 students
- b. Field Supervision: for practica, internships, and field work on the following schedule:
 - 1) One student equated 1/2

- 2) Two students or three students equated 1
- 3) Four to seven students equated 2
- 4) Eight to twelve students equated 3
- 5) Thirteen to fifteen equated 4

5. Physical Education

- a. Activity Course: one equated hour for each listed hour of credit
- b. Coaching by contractual arrangement

6. Miscellaneous

- a. Honors work, independent study, special problems, and directed readings
 - 1) One-half equated hour for each student up to the maximum of the listed course credit
 - b. Classes of six or fewer students: one-half equated hour for each student up to the maximum of the listed course credit
 - c. Classes of over 100: load determined by arrangements with the department chairperson and the Dean
 - d. Faculty research: by arrangement with the department chairperson or Dean
 - e. Team teaching in sequence: each team member will receive that proportion of the course credit that he/she teaches, e.g., if he/she teaches 1/3 of a 3 hour course, he/she will receive one equated hour of credit (for those courses in which the instructor attends only those classes he/she teaches)
 - f. Team teaching taught jointly, i.e., each instructor attends all classes: $(N + 4) \times C$
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- 4 N
where C is the listed course credit and N is the number of professors teaching the course.
- g. Advisor to Student Publications: five equated hours per semester
- h. Theater Production: six equated hours per semester
- i. Forensics Coach: three equated hours per semester