

2.2 Faculty Workload

The term “faculty workload” refers to the combination of duties and accountabilities for which the faculty member is responsible and may include such assignments as:

- teaching
- field supervision
- supervision of special projects
- academic program administration
- student advising
- committee assignments
- grant work
- tutoring
- research
- accreditation work
- assessment
- attendance at University events
- mentoring
- librarianship
- professional activities
- travel related to teaching
- recruitment.

Normally, all faculty assignments are made by the Department Chairs in consultation with the Provost/Vice President for Academic Affairs, whose responsibility it is to assure, insofar as reasonably practical, equitable treatment across the Colleges of the University. Teaching courses outside of one’s assigned program requires the approval of the chairs of both Programs. Faculty assignments are not altered without the authorization of the Chair and Provost.

In order to assure quality advising for all students, as a guideline, the number of advisees assigned to regular-ranked faculty should not exceed 20-30 students, depending on program needs.

The standard teaching load per semester for a regular-ranked faculty member is twelve credits of undergraduate classes or the University established equivalent, as approved by the Provost/ Vice President for Academic Affairs.

Regular-ranked faculty on 10.5 contracts have a workload of 6 semester credits in the summer session.

A regular-ranked faculty member teaching only graduate courses shall have eight (8) semester credits considered a maximum full workload in any academic term.

One semester credit hour is constituted of 15 clock hours of instruction.

Department Chairs shall have their teaching load reduced according to the needs of the College.

All faculty members are expected to engage in academic advisement, either by formal assignments or as a supplement to classroom contacts. Faculty is therefore expected to be knowledgeable about

requirements contained in the University Catalog and the services of the University that are available to assist students in reaching their educational goals.

The Provost/Vice President for Academic Affairs establishes procedures for the development, implementation, and monitoring of faculty workloads and faculty contracts in conjunction with the Chairs and the administration of the University.

2.2.1 Extra Teaching

A. Overload Teaching

In general, regular-ranked faculty do not teach more than two (2) courses per semester over their assigned workload (excluding courses in continuing education or in the Life Long Learning Institute) in their own or the other College. In such cases, extra remuneration will be given according to the prevailing salary schedule for adjunct faculty.

B. Teaching Summer School Courses

Faculty on less than 10.5 month contracts who teach in the summer term will be remunerated in accordance with the prevailing schedule for adjunct faculty.