

Longwood University Faculty Senate
**PROPOSAL/POLICY COVER
SHEET**

This cover sheet is intended to provide information to members of the Faculty Senate about a new proposal/policy or about revisions to an existing proposal/policy. **If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

COMMITTEE(S) that authored or sponsored this proposal: Accreditation and Compliance.

TOPIC: FPPM Section II. A. Academic Load

BACKGROUND (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

As part of a review of the FPPM in preparation for reaffirmation, outdated language was identified for updates.

SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

1) Replacing “LSEM and off-campus” with “professional studies.”

RATIONALE FOR THE POLICY OR PROPOSED CHANGES (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

1) The change in wording more accurately reflects possible “compensated courses.”

Routing information and signature lines:

Date submitted to Senate Executive Committee for Consideration:

Action(s) Taken:

Date first read at Faculty Senate:

Action(s) Taken:

Date final action taken by Faculty Senate:

Action(s) Taken:

Senate Chair: _____

Date submitted to the PVPAA (within 5 working days of Senate approval):

Action(s) Taken:

PVPAA: _____

Date: _____

Date submitted to other administration:

Action(s) Taken:

Administrator: _____

Date (within 15 working days of PVPAA's signature): _____

Date submitted to the Board of Visitors:

Coversheet updated 9/2017

A. ACADEMIC LOAD

1. The Provost and Vice President for Academic Affairs, the college deans, and the department chairs are responsible for ensuring equitable application of academic load policies for all faculty members; once a year, in early February, these individuals will meet to review the application of policy for the current and forthcoming year in all academic units.
2. **Undergraduate Teaching.** At the undergraduate level, a standard teaching load is based on 24 credit hours, or the equivalent, per academic year; this applies to both on-campus and distance learning offerings. Although the normal distribution of teaching duties is 12 credit hours per semester, or the equivalent, a department chair may assign variations such as a 15/9 credit-hour distribution during two successive semesters to meet fluctuating student needs or other extenuating circumstances.

Equivalences are necessary for disciplines having courses for which credit hour does not equal weekly in-class scheduled time. For such disciplines, the standard teaching load is based on contact (in-class) hours, and should not exceed 12 in-class hours per week except in instances where extensive preparation is not required. In the latter event, 15 in-class hours is the standard. Although the normal distribution of teaching duties in these disciplines is 12 weekly in-class hours (except as noted above), a department chair may assign variations such as a 15/9 contact-hour distribution during two successive semesters to meet fluctuating student needs or other extenuating circumstances.

Supervision of student teachers. No supervisor should be responsible for more than 18 students per semester. The credit-hour load for supervisors is normally two credit hours per three students supervised at clustered locations or three credit hours per three student supervised at widely spaced assignments, and is based on an assumption of weekly visits.

Supervision of interns. No supervisor should be responsible for more than 18 interns per semester if travel to the intern site is required. In the event that weekly visits are required, the credit-hour load for supervisors is two credit hours per three interns supervised; this standard is based upon the placement of interns at scattered locations. If visits are less frequent, or if locations are clustered, the credit-hour load should be adjusted proportionately.

Supervision of practica; instruction in field-based seminars. Faculty members supervising practica or delivering field-based instruction are awarded the credit assigned to the practicum or seminar as part of their teaching load.

Overloads should be discouraged, and will be approved only when absolutely necessary. However, when overloads are unavoidable, faculty members may receive additional compensation for any load that exceeds normal expectations.

Intersession Teaching. Because of concerns regarding faculty workload during the academic year, faculty are discouraged from teaching more than one preparation during Intersession. However, it is recognized that each department's needs are unique and offering more than one preparation may be advantageous to the department. Therefore, an

instructor proposing to teach more than one preparation must apply through the department chair to the college dean for permission, stating his or her rationale.

3. **Graduate Teaching.** For faculty members teaching a combination of graduate and undergraduate courses, the standard teaching load is based on 21 credit hours (exclusive of thesis direction), or the equivalent, per year. For faculty members teaching only graduate courses, the standard teaching load is based on 18 credit hours (exclusive of thesis direction), or the equivalent, per year; these teaching loads apply to both on-campus and distance learning offerings.

Qualifications for Reduced Teaching Load. Graduate faculty are eligible for graduate teaching reassignment time if they teach two or more courses, the total of which is at least six credits in value, per academic year (fall/spring semesters) or per calendar year (spring/fall), which meet the minimum enrollment standard of at least five students enrolled for graduate credit per course.

4. **Other Load Measures.** Time in class, and credit hours, are only two parameters that may be used to measure load at undergraduate and graduate levels. Other important considerations are the number of different preparations required of each faculty member, and the number of students enrolled in classes, as well as the student-intensive nature of instruction (grading written assignments, academic conferencing on a one-to-one basis). Typically faculty members shall have no fewer than 4, nor more than 7, preparations in a given academic year.
5. **Reassigned Time.** Faculty members may receive reassigned time, with the approval of the department chair and the college dean, for the following:
 - a. **Department Chairs.** One or two courses per semester during term of office depending upon the size of the department, the number of disciplines in the department, and the complexity of discipline-specific activities within the department. Reassigned time is negotiated annually with the college dean.
 - b. **Chair of the Senate.** One course per semester during term of office.
 - c. **Chair of the Educational Policy Committee (EPC).** Receive compensation the same as the Chair of the Faculty Senate.
 - d. **Thesis direction (graduate faculty).** No faculty member should direct more than 6 thesis projects simultaneously. Each faculty member directing a thesis shall receive reassigned time or be compensated for each thesis directed.
 - e. **Scholarly activity.** Faculty members engaged in exceptional scholarly activity may request reassigned time to conduct that activity by submitting a detailed plan to their department chair and college dean. In order to be granted reassigned time, the scholarly activity must lead to the timely production of results that will be available to the public beyond the scope of the Longwood faculty, staff, and students. Culmination of the scholarly activity must be accomplished within two years of the initial awarding of reassigned time. No more than one course reassignment per year is permitted to enhance scholarly activity, which is expected of all faculty within the scope of normal professional responsibilities.

- f. **Administrative duties related to credit-bearing programs.** One course per semester during periods of specific, intensive, administrative responsibilities.
 - g. **Administrative duties related to the direction of SACSCOC, CAEP, and other approved accreditation reports.** One course per semester during periods of data collection and report preparation.
6. **Other professional responsibilities.** Teaching courses is only a portion of the normal professional expectations for university faculty members. Assuming a minimum 40-hour work week, and acknowledging an average 50-60 hour work week, and further assuming that average instructional responsibilities require 12 hours a week in class, at least 28 hours per week are available for faculty members to engage in other responsibilities characteristic of the profession. These include:
- a. Preparation for classes, grading, and advising students (estimated 2 hours for each hour in class)
 - b. Availability to students outside the structured class time
 - c. Scholarly activity
 - d. Public service and committee responsibilities
 - e. Directing undergraduate independent research projects or senior honors research projects
 - f. Assessment of course and teaching effectiveness
 - g. Travel related to student field experiences
 - h. Teaching compensated courses such as ~~Longwood Seminar or off-campus~~professional studies courses
 - i. Participation in the graduate level experience including professional portfolio, thesis, comprehensive examination, and other culminating evaluations
 - j. Duties associated with state/regional/national offices in professional organizations

Except for those duties dictated by teaching assignments, the professional activity pursued by each faculty member becomes a matter of individual discretion. Faculty members should keep careful records of their professional activities outside the classroom so that appropriate annual evaluation can be conducted.

References: Minutes of the College Council, March 28, 1991; April 23, 1992, Faculty Senate Minutes, August 1997; October 2015.