

SECTION II. – INSTRUCTION AND ADVISING

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 (including undergraduate/graduate split courses), the total of which is at least six credits in value, per academic year (fall/intersession/spring/summer semesters) or per calendar year (spring/summer/fall/intersession), which meet the minimum enrollment standard of at least five students enrolled for graduate credit per course. Thesis classes are excluded. Whenever the split class' enrollment is less than 5, faculty will be paid for teaching the graduate section using the same formula for teaching intersession and summer school courses.