

College of Engineering, Technology and Computer Science

Faculty Teaching Workload Policy

A teaching load which is overly demanding tends to reduce a faculty member's effectiveness as a teacher and stifle his / her growth. While it is unlikely that a single formula for equitable teaching loads can be devised, some guidelines for avoiding excessive or inequitably distributed workloads can be stated. We subscribe, in general, to the policies and procedures set forth in the "Statement on Faculty Workload" (AAUP Bulletin, May 2007). We recommend the following implementation of those guidelines for the College of Engineering, Technology and Computer Science

1. Teaching Load.

a. Option 1

All tenure track faculty are hired under a research/teaching contract, which thereafter called option one. Under option one the maximum teaching load should be nine credit hours of lecture type undergraduate instruction per semester with an expectation of other activities such as professional and university service, scholarship, administration or significant professional activities. The formula defining a full-time equivalent load will have to be revised. The following formula is recommended: $\text{Lecture Hours divided by 12} + \text{Lab Hours divided by 16} + \text{Release hours divided by 12} = \text{One FTE}$. If the average FTE over an academic year exceeds 1.15, that faculty member should be compensated for the overload or the overload can be accumulated over the semesters.

b. Option 2

Either after the award of tenure and promotion or five years after the award of tenure, faculty at the rank of Assistant Professor or above may choose to move to option two which is primarily a teaching contract, with minimal expectations of other professional activities. The formula defining a full-time equivalent load under this option will have to be revised. The following formula is recommended: $\text{Lecture Hours divided by 12} + \text{LabHours divided by 16} = \text{One FTE}$. If the average FTE over an academic year exceeds 1.15, that faculty member should be compensated for the overload or the overload can be accumulated over the semesters.

2. Either after the award of tenure and promotion, or at least five years after the award of tenure, faculty at the rank of Assistant Professor or above may choose one of the following:

* The equivalent of three (3) lecture each semester and execution of a research program.

* The equivalent of four (4) lecture courses each semester.

Refer to Senate Document SD 10-14 for details.

3. Preparations.

There should be no more than three different course preparations per semester, five preparations per year, nor more than eight preparations in two years. There should be no more than one new preparation per semester. Repetition of the same course in the two year period should not count as a new preparation. Ideally, there should be two or three course preparations per semester.

4. Courses Require More Prep Time.

It is recognized that some courses are more difficult to teach than others; for this reason some differences in individual teaching loads are to be expected. Consideration should be given to faculty members who are teaching large classes or courses which are, for them, substantially new teaching experiences. In addition to these considerations attention should be given to the amount of interaction with students required by the course (e.g. a class with individual projects) and the expected preparation time (e.g. level of course, computer or laboratory set-up time.) Loads with only difficult courses should be avoided. Special consideration should be given for graduate courses.

5. If faculty engage in significant service, other adjustments in the workload of individual faculty may be made from time to time after consultation the department chair and the faculty member and with the approval of other appropriate administrators. Overload teaching with or without pay, extraordinary service assignments within or outside the university, student advising beyond what is normal or expected, or research which places great demands upon the faculty member are examples of conditions which may justify such adjustments. Refer to Senate Document SD 97-8 for details.

6. Individual study, thesis advising and practicum course should be counted as 1/10 – 1/5. They are handled differently in each department. The practicum course counts as .009 as co-op.