
SUBJECT: TEACHING LOAD POLICY

PURPOSE: To establish guidelines for full-time faculty teaching loads.

GENERAL POLICY

The university recognizes 12-13 semester hours as the ideal teaching load. Laboratory, activity, and clinical equivalents will be determined on the basis of 2/3 hour credit per clock hour.

Teaching loads within the prescribed range shall be equitably distributed among faculty.

There shall in no case be diminution of salary for any full-time faculty member whose teaching load falls below the 12-13 hour load. In such cases, however, additional duties may be assigned to the faculty member at the discretion of the administration to bring the workload up to the 12-13 hour load. *Note: If teaching lecture only courses, 12 hours is considered a full-time load. If teaching lab courses, or any 4-5 hour lecture courses, 13 hours is considered full-time.*

When circumstances indicate an institutional need for additional sections, adjunct faculty will be used, if necessary. However, when a faculty member is asked to teach beyond the 12-13 hour maximum, the willingness of the affected faculty member is required. The affected faculty member shall be given written reasons for the overload if he or she so requests.

I. SUMMER APPOINTMENTS

Nine semester hours shall constitute a full-time load in the summer term. Faculty with summer term teaching appointments shall be compensated according to the summer salary schedule. Copies of the current summer salary schedule are on file in the offices of the deans and the departments. This salary schedule shall be reviewed at least every two years to determine if changes should be made.

II. COMPENSATION FOR TEACHING OVERLOADS

A. During the Academic Year

In cases where faculty members teach more than 12-13 hours, they will be compensated at a rate of \$2,175 for a 3-semester-hour course. Overloads over 13 hours will be compensated on a pro-rated basis. Full-time non-faculty employees who may teach a class will also be compensated at the rate of \$2,175 for a 3-semester-hour course, irregardless the semester.

B. For Summer Appointments

In cases where faculty members teach more than 9 hours, they will receive additional compensation at the current per credit hour rate established for summer school salaries. In other words, summer school salaries are paid at an established rate regardless of the total number of hours an instructor may teach.

III. SUMMER SALARY SCHEDULE

<u>Rank</u>	<u>Per Credit Hour</u>	<u>Per 3 Hour Course</u>	<u>Full-time (9 hours)</u>
Instructor	\$725	\$2,175	\$6,525
Asst. Prof.	\$750	\$2,250	\$6,750
Assoc. Prof.	\$775	\$2,325	\$6,975
Professor	\$800	\$2,400	\$7,200