

DEPARTMENTAL POLICY ON TEACHING LOAD

Approved April 2000; revised May 2002, revised February 2008

The Teaching Load in the Department of Education and Human Services is considered to be the equivalent of 18 credit hours (6 courses or equivalent) for the contracted academic year.* All members of the departmental faculty are normally released from three credit hours (1 course or equivalent) per academic year to fulfill the advising responsibilities appropriate to a graduate department, to engage in the normal committee assignments associated with managing the Department and the University, and to engage in the routine scholarship expected of a faculty member in such a department. A normal Teaching Load is, consequently, considered to be 15 credit hours per year (5 courses or equivalent). This policy also recognizes that, in special circumstances, a faculty member choosing not to engage in scholarship or significant departmental and university advising and service may be required to teach in excess of 15 credit hours per academic year in order that they may fulfill reasonable contractual obligations.

The normal teaching load of 15 credit hours (5 courses or equivalent) can be reduced under the following circumstances and is subject to the following conditions:

1. When a new, untenured faculty member joins the department, a **6 credit hour (2 course or equivalent) course load reduction will be granted during his/her first academic year and a 3 credit hour (1 course or equivalent) course load reduction will be granted during his/her second academic year** in order that he/she may develop his/her personal research program. **This will bring the normal teaching load for his/her first academic year to 9 credit hours (3 courses or equivalent) and the normal teaching load for his/her second academic year to 12 credit hours (4 courses or equivalent).**
2. A faculty member has time "bought off" by external contract or grant support. This "buy-off" time cannot exceed 6 credit hours (2 courses or equivalent) per academic year. The cost of a faculty member buying off an academic course is 1/6 or 16.67% of their academic year salary. In some exceptional circumstances where faculty are able to reduce their academic teaching loads through the acquisition of external support, reductions below a 9 credit hour (3 courses or equivalent) course load per year can only be granted after discussion and approval with the Chairperson and Dean. Programs must negotiate such reductions by demonstrating the capacity to maintain the excellence in teaching and training of students.
3. When a faculty member is actually and demonstrably engaged in significant research and scholarly activities, their teaching load may be reduced by up to 3 credit hours (1 course or equivalent) per academic year. The determination for such a reduction will be made in January by the Departmental Chair who may seek the advice of appropriate colleagues. The burden of demonstrating such significant involvement is upon the faculty member requesting the reduction. Such requests should be made during the annual evaluation period in January and should precede the formulation of the following fall semester teaching schedule. At the discretion of the Chairperson, a reduction of teaching load can be made for a period of up to two years for those faculty who have maintained evidence of significant research and scholarly activities.

Reductions in teaching load as described in 1-3 above will be made under the assumptions that (1) the teaching responsibilities of the Department with regard to its degree programs can be met by available adjunct faculty; (2) students' progress toward their degrees is not unduly impeded by such reduction, and (3) adequate resources are available to provide for adjunct coverage.

The total reduction in teaching load under ANY combination of the above conditions should never exceed more than 9 credits (3 courses or equivalent). That is, the minimum required teaching load that is expected of all faculty is 3 credits (1 course or equivalent) per academic semester. **Under exceptional circumstances, and only with the permission of the Chairperson and Dean, a faculty member would be permitted to reduce their teaching responsibilities to one course per academic year for no more than a 3 year period.**