Faculty Workload

1.0 Purpose

This policy establishes guidelines for determination of faculty workload in accordance with section III-1 of the CAS Policy.

2.0 Definitions

2.1 Teaching Load: Total of all credit hours and approved credit hour equivalencies. (See the policy on Determination of Credit Hours and Credit Hour Equivalents.)

3.0 Persons Affected

3.1 All full-time faculty

4.0 Policy

It is the policy of the Department of Mathematics and Statistics to follow the standards set in section III-1 of the CAS Policies Manual and establish standard faculty workload as:

4.1 Standard workload for all full-time faculty includes routine service on departmental and university committees, academic advising of majors and minors, and participation in scholarly and professional development activities.

4.2 Standard workload for full-time faculty includes a 24 hour teaching load per academic year.

4.3 For faculty meeting the standards for research active, the standard workload includes an 18 hour teaching load per academic year.

4.4 Course reductions may be available to support time consuming or otherwise significant involvement in any of the three components of faculty workload, see section III-1-B of the CAS policy manual for details.

5.0 Rights and Responsibilities

5.1 The department chair is responsible for conduct of all procedures listed under 6.0.

6.0 Procedures

6.1 At the end of each academic year the chair calculates and records total credit hours and credit hour equivalencies for each faculty member as per the policy on Determination of Credit Hours and Credit Hour Equivalents.

6.2 The chair forwards this record to the CAS dean’s office.

6.3 The CAS dean informs the chair of which equivalencies are approved to count toward each faculty member’s teaching load.
7.0 Supplemental Information
   7.1 Workload Record Sheet

8.0 Revision History
   8.1 Initial Approval: November 30, 2012