

## Clarifications effective January 1, 2021

### 4.1.4 Full- and Part-Time Appointments

#### Full-Time Appointments:

Full-time faculty have instructional and non-instructional duties as assigned by the University.

Instructional duties include but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to conducting research and other scholarly activity, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time teaching load is twelve (12) hours per semester **unless otherwise specified by employment contract, endowed position agreement, for documented accreditation requirements/standards or as approved by the VPAA. It is expected that Instructors who have non-instructional duties will be evaluated annually as are the ranked faculty (sections 4.4.1 to 4.4.6) in the areas that apply to these duties. Similar to part-time appointments, Instructors without additional non-instructional duties will have a course load of fifteen (15) hours per semester.**

#### Part-Time Appointments:

Part-time faculty are generally employed only for the purpose of teaching classes. The assigned responsibilities are to provide instruction, evaluate students pertaining to that instruction, and to meet with those students who require assistance in their classes. The load of a part-time faculty member who does not have additional duties will be fifteen (15) hours per semester.

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### 4.7.1 Teaching

Instructional assignments are based upon the expertise of the faculty member and needs of the academic department. They are made by the department chair in collaboration with the faculty member. In the fall and spring semesters a full-time teaching load is twelve (12) semester hour units per semester **unless otherwise specified by employment contract, endowed position agreement, for documented accreditation requirements/standards or as approved by the VPAA. It is expected that Instructors who have non-instructional duties will be evaluated annually as are the ranked faculty (sections 4.4.1 to 4.4.6) in the areas that apply to these duties. Similar to part-time appointments, Instructors without additional non-instructional duties will have a course load of fifteen (15) hours per semester.**

**In a Fall or Spring Semester, a faculty member's, total load shall not exceed 24 semesters hours (2.0 FTE) of instruction and/or reassigned time without approval for an emergency overload from the VPAA. Instructors without non-instructional duties and part-time faculty shall not exceed 30 semester hours. Further, no more than 9 hours of compressed-format courses can be taught at one time.**

**Unless stipulated otherwise (see 4.7 – 4.9, and specifically 4.9.1) in cases where faculty are teaching an overload, and the teaching schedule includes both undergraduate and graduate courses, the overload pay will be for the graduate courses.**

In the summer term a full-time teaching load is **nine (9)** semester hour units per term.

In a Summer Semester, a faculty member's total load shall not exceed 18 semester hours (2.0 FTE) of instruction and/or reassigned time without approval for an emergency overload from the VPAA. Further, no more than 9 hours of compressed-format courses can be taught at one time. Overloads and other questions are typically addressed in section 4.7.5.

#### 4.9 Regulations Affecting Faculty and Chair Load

##### 4.9.1 Calculation of Teaching Load

###### Lecture

Undergraduate—1 Carnegie clock hour per week = 1 semester hour unit

Graduate—1 Carnegie clock hour per week = 1.333\* semester hour units

\*Graduate load may deviate from this calculation if specified otherwise in an employment contract, endowed position agreement, approval by the VPAA, or in the case where accreditation, such as AACSB in the John Massey School of Business, may indicate load by total number of courses taught per semester or other metrics specific to an accreditation.

###### Laboratory

2 Carnegie clock hours per week = 1 semester hour unit

###### Applied Lessons

1.5 clock hours per week = 1 semester hour unit

###### Teacher Education Practicum

(Education 2000, 3000, 4000)

20 students = 1 semester hour unit

###### Special Assignments

Negotiated with appropriate administrators.

###### Arranged Classes

These will not contribute to semester load unless adequate enrollment is obtained to be counted as a regular class (normally, 15 for undergraduate, 12 for graduate).