

# Policy No. 210: Teaching Loads

## Authority:

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President's Signature: On File

## SECTION 1: DEFINITIONS

- 1.1 **LOAD CREDIT:** For lecture teaching, each faculty Load Credit is equivalent to one student credit hour. In cases where course meeting (contact) hours exceed student credit hours (such as teaching a laboratory or active study section), each faculty Load Credit is equivalent to one contact hour per week, except as calculated below.
- 1.2 **CONTACT HOUR:** Following Carnegie Unit standard practice, and consistent with West Liberty University Policy 252, a weekly 50-minute scheduled class meeting is counted as one contact hour.

## SECTION 2: TEACHING LOADS

- 2.1 The normal teaching load for both graduate and undergraduate full-time faculty is 12 ~~credit hours~~ Load Credits per semester and 24 ~~credit hours~~ Load Credits per academic year. ~~For purposes of calculating teaching load, there is no difference between graduate and undergraduate credit hours. Due to uneven enrollments and the need to maintain flexibility in teaching assignments, however, 24 credit hours per year is considered the minimum assignment.~~ Teaching assignments may, if needed by the program, be unbalanced between semesters as long as the total ~~credit hours taught~~ Load Credits for the academic year equals the annual teaching requirement for the faculty member. A faculty member's Letter of Appointment may designate that the faculty member is to teach up to 30 credit hours per year if needed by the program. ~~Modifications to this requirement may be made as needed.~~ It is expected that an increased teaching assignment will correspond to a reduction of expectations in the areas of Professional Activity and Service. It is not expected that any terminally degreed, tenured, or tenure-track faculty member will maintain this higher load for more than one (1) consecutive academic year.
- 2.2 When full-time faculty members are assigned teaching responsibilities beyond 24-credit hours per academic year, they will be compensated at the normal adjunct rate for all credit hours taught above 24, unless the faculty member's Letter of Appointment has been modified to require an increased teaching load as described in Section-A 2.1. Faculty who elect non-assigned, by-arrangement teaching responsibilities to serve students by teaching in excess of their required teaching load will not be compensated for overload teaching as a result of such a voluntary choice.

- 2.3 Faculty members with administrative or other responsibilities may be assigned reduced teaching loads to allow for the performance of those duties. This reduction must be approved by the Dean, Provost and President, and will be specified in the annual notice of appointment. ~~Faculty members with such modified teaching loads will not receive additional compensation if they teach more credit hours than specified by the notice of appointment unless their teaching load exceeds 28 credit hours for the year, in which case they will be compensated at the normal adjunct rate for all credit hours taught above 24.~~
- 2.4 Faculty teaching in a graduate or accelerated program outside their normal academic program and above the normal 12-~~credit hour~~ Load Credits per semester ~~teaching load~~ will be compensated at the normal rate for adjunct faculty in that program unless it has been established that this is part of their normal teaching load, ~~as described in Section 2.1.~~
- 2.5 In the case of either increased or reduced teaching loads, the faculty member's Letter of Appointment ~~may~~ will be modified, if appropriate.
- 2.6 Teaching load limitations ~~and suggested load calculations~~ placed upon individual academic programs by accrediting agencies will be respected.
- 2.7 In no case shall a faculty member be assigned to teach more than 18-credit hours in a semester or 30-credit hours during an academic year, exclusive of voluntary, by-arrangement courses.
- 2.8 Adjunct instructors will in no case teach more than 9-~~credit hours~~ Load Credits in any semester. Other than in an exceptional or emergency situation, and only with approval of the Provost, an adjunct instructor will not teach more than 18-~~credit hours~~ Load Credits in an academic year.
- 2.9 Staff with teaching responsibilities will not be scheduled to teach more credit hours than specified in their notice of appointment and will not receive additional pay for teaching in excess of that amount. Staff without teaching responsibilities established in their contract and/or job description will not be scheduled to teach more than 6-~~credit hours~~ Load Credits in any semester.
- 2.10 This policy does not address summer sessions or programs that run on a 12-month or accelerated schedule except as noted in Section ~~D~~ 2.4.
- 2.11 ~~To maintain flexibility and provide students with appropriate educational opportunities, Independent Study, Course by Arrangement, and other small courses may be provided if needed by the University. Such courses will be subject to approval of the chair/program director. Situations such as the following are examples of such need (other situations are possible):~~

- one, two, or three students require a class that is offered on a two-year rotation to graduate before the normal course is offered again
- a student requires a directed independent study to fulfill graduation requirements

These courses will be considered part of the faculty member's teaching load and credited according to the following schedule:

- 1 Load Credit = 50 hours of faculty work (including contact time, course preparation, providing feedback, arranging educational opportunities, grading, etc.)

The specific load will be determined in consultation with the chair or program director. A maximum of three Load Credits per semester may come from these types of courses. For full-time faculty members, these courses will not be subject to the pro-rating described in Procedure 249.

2.12 Non-Lecture Teaching: Faculty with significant teaching responsibilities that do not fall within the confines of traditional lecture classes will earn credit according to the 1 Load Credit = 50 hours of work guideline. Such non-lecture teaching will be considered part of the faculty member's workload, and be jointly agreed upon at the beginning of the academic year by the faculty member and chair/program director. Examples of non-lecture teaching include, but are not limited to:

- Supervising student teachers - 1/3 Load Credit per student teacher supervised, ● Teaching applied music instruction - 2/3 Load Credit per contact hour, regardless of student credits earned,
- Teaching applied laboratories - 2/3 Load Credit per contact hour, regardless of student credits earned,
- Teaching Graduate classes: 1 1/3 Load Credit per contact hour/credit hour, ● Supervising internships - 1 Load Credit per 50 hours, with a minimum of 1/2 Load Credit,
- Mentoring graduate or undergraduate student research - 1 Load Credit per 50 hours, with a minimum of 1/2 Load Credit,
- Coordinating teaching assistants - 1 Load Credit per 50 hours, with a minimum of 1/2 Load Credit,
- Supervising capstone projects - 1 Load Credit per 50 hours, with a minimum of 1/2 Load Credit.

2.13 Variable Credit Courses: Faculty members teaching courses that are offered with variable student credits will receive the Load Credit equivalent to the highest student credit hours.

2.14 Extraordinary Service Requirements: Service is generally expected of all full-time faculty. However, some faculty members have extraordinary expectations in this area, and provide valuable contributions that benefit the institution academically, financially, and/or via community outreach. Faculty with such extraordinary requirements in service

to the university will be provided a reduction in teaching load, according to the following equivalency:

- 1 Load Credit = 50 hours of work in total

The specific load will be determined in consultation with the chair or program director, and included in the faculty member's notice of appointment. Examples of such requirements include, but are not limited to, the following:

- Internship Coordinator
- Lab Manager/Coordinator
- Clinical Placement Coordinator (Nursing)
- WGLZ Radio station Manager
- ACF Representative
- BOG Representative
- Faculty Senate President
- Faculty Senate Secretary
- Assessment/Accreditation coordinator