Teaching Loads

UNIVERSITY POLICY #210

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SECTION 1: Definitions

1.1 **Load credit.** Faculty loads are defined by the credits, or units, faculty earn for teaching courses and for performing non-instructional activities. Faculty loads can consist of instructional assignments, non-instructional assignments or a combination of both. A load credit is determined by the provisions of this policy.

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.

1.3 **Lecture.** A traditional course where an instructor delivers content to students in a structured format, often in a classroom setting. May also be delivered online or hybrid.

1.4 **Laboratory.** A hands-on, experimental course that supplements the theoretical aspects covered in lectures.

1.5 **Team teaching.** Team-taught courses are taught by more than one faculty member. Each faculty member should be listed on the schedule of classes for team-taught courses.

1.6 **Reassigned time.** A portion of the faculty load that is reassigned to other duties.

1.7 **Internship.** A supervised, practical experience in a professional setting related to a student's field of study.

1.8 **Capstone project.** A final, integrative project that allows students to apply their cumulative knowledge and skills in a practical or research-based project

1.9 **Cross-listed course.** A course that is listed under more than one department heading.

1.10 **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 of enrolled students for that term.

SECTION 2: Teaching Loads

2.1 The normal teaching load for both graduate and undergraduate full-time faculty is 12 load credits per semester and 24 load credits per academic year. For purposes of calculating teaching load, there is no difference between graduate and undergraduate credit hours. Teaching assignments may, if needed by the program, be unbalanced between semesters as long as the total 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. 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 Faculty members with administrative or other responsibilities may be reassigned to allow for the performance of those duties. This reassignment must be approved by the Dean, Provost and President, and will be specified in the annual notice of appointment and/or Letter of Appointment, as appropriate.

2.3 When full-time faculty members are assigned teaching responsibilities beyond their academic assignment(s), as defined by their assigned load in 2.1 or as modified and defined in 2.2, they will be compensated at the normal adjunct rate. Faculty who elect nonassigned, 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.

2.4 In the case of either increased or reduced teaching loads, the faculty member's Letter of Appointment will be modified, if appropriate.

2.5 Teaching load limitations placed upon individual academic programs by accrediting agencies will be respected.

2.6 In no case shall a faculty member be assigned to teach more than 18 load credits in a semester or 30 load credits during an academic year, exclusive of voluntary, by-arrangement courses.

2.7 Adjunct instructors will in no case teach more than 9 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 load credits in an academic year.

2.8 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 load credits in any semester.

2.9 This policy does not address summer sessions or programs that run on a 12-month or accelerated schedule.

2.10 Lecture teaching responsibilities: Each lecture-based faculty load credit is equivalent to one student contact hour. For courses that are taught by more than one instructor, faculty load will be prorated between the faculty members.

2.11 Non-Lecture Academic Responsibilities: Service is generally expected of all full-time faculty, however, some faculty members' annual workload may include extraordinary expectations in this area. As these contributions are valuable to the Colleges and the University academically, financially or via community outreach, faculty with a significant amount of non-lecture academic responsibilities will earn load credit. These load credits will be considered part of the faculty member's annual workload. These assignments must be jointly agreed upon at the beginning of the academic year by the faculty member, their chair/program director and approved by the Dean, Provost and President as appropriate.

These assignments may also be reflected in the annual notice of appointment and/or their Letter of Appointment as appropriate.

Examples of reassigned non-lecture academic responsibilities may include examples such as the following:

2.11.1 Supervising student teachers: 1/3 load credit per student teacher supervised;

2.11.2 Teaching applied music instruction: 2/3 load credit per contact hour, regardless of student credits earned;

2.11.3 Teaching laboratories: 1 load credit per contact hour, regardless of student credits earned;

2.11.4 Teaching music ensembles: 1 load credit per contact hour;

2.11.5 Teaching cross-listed courses: Faculty will receive load credit equivalent to the credits for the course being taught. Such courses will only be counted once toward faculty load;

2.11.6 Team-teaching: Load credit will be prorated based on the number of faculty who are teaching courses;

2.11.7 Internship Coordinator: In departments that routinely have 5 or more students completing internships in a term, one faculty member may receive 3 credits of load credit to supervise those interns;

2.11.8 Faculty Senate President: 3 load credits per year;

2.11.9 Faculty Senate Secretary: 3 load credits per year.