



## **Faculty Workload**

### **I. Introduction**

Albany State University (ASU) is committed to a workload policy that is appropriate for the institutions standing as the premier institution of higher education for Southwest Georgia. Faculty will teach, engage in research, scholarship, and creative activities, and provide service to the institution, the profession and the global community. As such, the faculty workload policy provides standard guidelines for full-time faculty.

In the event that any information contained within this policy conflicts with any Board of Regents (BOR) policy, the BOR policy controls.

### **II. Policy**

Under the University System of Georgia's guidelines and the federal definition of a credit hour, the following ASU equivalencies consider credit hours and contact hours.

- 1) A lecture hour equals one instructional load hour, 1:1, or 100%. For example, 1 credit hour equals 1 contact hour. A contact hour is defined as 50 minutes. Therefore, a 3-credit hour lecture meets for 150 minutes per week
- 2) One semester credit hour of teaching in a large class (as determined by department chair and dean) that requires extensive grading and written work may be equated to 1.5 teaching load. This adjustment requires the approval of the Provost.
- 3) Laboratory credit/contact hour equivalences that are regularly scheduled components of a course should be determined at the department level and are based off accreditation requirements and best practices the university can support. The Provost must approve any deviation from current equivalences.
- 4) Music and Art Studio credit/contact hour equivalences that are regularly scheduled components of a course should be determined at the department level and are based off accreditation requirements and best practices the university can support. The Provost must approve any deviation from current equivalences.
- 5) Clinicals, practicums, internships and direct undergraduate clinical supervision credit/contact hour equivalences should be determined at the department level and are based off accreditation requirements and best practices the university can support. The Provost must approve any deviation from current equivalences.

#### *Faculty Base Loads*

Due to the complexity of faculty teaching, research, duties or other activities, individual faculty teaching loads should be managed at the department and college level. The Office of the Provost

monitors these assignments for compliance and equity and provides appropriate reports in accordance with state requirements.

The standard workload for full-time faculty teaching undergraduate courses in the absence of course releases or other duties above and beyond normal faculty expectations is 30 credit hours per academic year (fall/spring) for faculty teaching courses with a 1:1 credit to contact hour ratios. For those teaching courses that do not follow the 1:1 credit to contact hour ratio, please follow the equivalencies guidelines.

The standard workload for full-time faculty teaching graduate classes is 18 credit hours per academic year providing they are engaged in adequate research, scholarship and/or creative activities. In lieu of an active research agenda or other significant scholarly work, faculty teaching graduate classes will be required to teach an additional 3 credit hours during any semester in which this is the case. Faculty engaged in research, scholarship and/or creative activities must provide evidence(s) of such during yearly evaluation. Acceptable evidence shall include peer review publication(s), abstracts submitted to regional or national conferences and/or data generated from the research, scholarship and/or creative activities.

The standard workload for full-time faculty teaching a mixture of undergraduate and graduate classes is 24 credit hours per academic year providing they are engaged in adequate research, scholarship and/or creative activities. In lieu of an active research agenda or other significant scholarly work, faculty teaching a mixture of undergraduate and graduate classes will be required to teach an additional 3 credit hours during any semester in which this is the case.

#### *Criteria for Course Release*

Course releases are granted in order for faculty members to have enough time to undertake important service, research or other activities for the University, College, and Department such as:

- 1) Department Chair or Director/Coordinator of academic services or programs
- 2) Research supported by a grant that includes a course buy-out.

A tenured, or tenure-track assistant, associate or full professor may be granted one course release per semester for research/creative activity. All full-time faculty engaged in research, scholarship and/or creative activities must provide evidence(s) of such during yearly evaluation. Examples of acceptable evidence include peer review publication(s), abstracts submitted to regional or national conferences and/or data generated from the research, scholarship and/or creative activities. The Chair or the Dean has the right to revoke such privileges if the faculty member is unable to provide any evidence of merit.

Course releases do not prevent the faculty member from other responsibilities to the Department, College, or University, including advising, serving on committees, participating in departmental activities, etc.

#### *Course Scheduling and Enrollment*

Scheduling should be based on best practices, with policies developed for meeting the budget, allowing for timely progression and graduation, and minimizing the need for proration of faculty pay. The following recommendations are suggested:

- 1) Set a goal fill-rate for courses with multiple sections (e.g., 85-90%)
- 2) Data should be used to determine the number of sections needed for courses with multiple class options during that semester. Comparison to previous semesters combined with data from enrollment management is critical to the success of this endeavor.
- 3) Each department shall develop a rotating schedule of upper-level courses that allows for a timely path to graduation while minimizing the frequency of course offerings. As an example, required courses might be offered once per year, while major electives might be offered one semester every other year (e.g., fall in odd years or spring in even years).
- 4) Changes to faculty schedules should be communicated to faculty at least two (2) weeks prior to the first day of class. Exceptions to this include unavoidable emergencies and/or consent of the faculty member in question.
- 5) Faculty shall not be required to teach more than two different preparations during any academic semester without their willing consent.

When scheduling faculty courses, department chairs should restrict faculty courses to one campus location as much as possible (only applicable if a commute is involved). In such cases, the number of different campuses should be limited to no more than two (2) different campuses without willing faculty agreement. If a commute is required to an off-site location (currently Cairo and Cordele), the following options will be provided to the faculty member:

- 1) Option 1 – University car
- 2) Option 2 – Travel reimbursement per USG Policy

Maximum course enrollments should be determined at the department level and based off data analysis and best practices. These limits must be approved by the Provost. Minimum class enrollments are provided below:

- 1) 15 students in lower division courses (1000 and 2000 level)
- 2) 10 students in upper division courses (3000 and 4000 level)
- 3) 6 students in graduate courses

### *Faculty Overloads*

Faculty members are advised against taking on overloads if it will diminish their teaching quality, reduce their research productivity, or other administrative duties. However, extenuating circumstances may require a faculty member to teach an additional course that result in contact hours exceeding their normal teaching load. Department Chairs are expected to manage faculty teaching loads, including overloads and other assignments. In determining solutions with regard to optimizing class schedules and managing faculty load, Department Chairs should confer with faculty to best determine which of the available options, such as: assigning overloads, reassigning courses, collapsing and combining low enrollment sections, or recruiting an adjunct faculty member would be most appropriate in any given situation. In all cases, emphasis must be on which

solution(s) will provide the best student outcomes with regard to scheduling, success, retention and progression to degree.

Where there is sufficient demand to assign overload courses, Department Chairs are expected to distribute overload assignments in a manner that is as fair and equitable as possible. Each faculty member will be limited to two classes per semester above the normal workload.

Extra compensation may be paid to faculty when all four of the following conditions exist:

- 1) The work is carried in addition to a normal full load;
- 2) No qualified person is available to carry the work as part of his or her normal load;
- 3) The work meets institutional needs and priorities as determined by the institution President or his or her designee; and,
- 4) The additional duties are not so heavy as to interfere with the performance of regular duties.

Course overloads for additional pay cannot be granted for the following who are receiving course release for administrative duties or grants such as: department chair, dean, director/coordinator receiving a fiscal year contract, or faculty member released from a grant with a course buyout. Under mitigating situations, Program Coordinators can receive one course overload per semester. In extenuating circumstances, deviation from this policy must be approved at the Provost level.

Refer to BOR 4.10 Faculty Overloads and Instructional Staff Responsibilities.

*Proration*

In all but the rarest circumstances, it is recommended that any proration of any amount be avoided. In some unique situations, the faculty member’s supervisor may ask them to teach a course at a prorated rate. In those rare situations, the faculty must agree to the prorated amount. Enrollment will fluctuate during the first two-three weeks of the semester. If a course does not meet the minimum capacity after the Attendance Verification process, it will be prorated. In extenuating circumstances, chairs may approve a low enrollment overload assignment with full compensation (i.e. no proration).

**PRO-RATED SALARY SCHEDULE**

<b>For 1000 and 2000-level courses</b>		<b>For 3000 and 4000-level courses</b>		<b>For graduate level courses</b>	
5 – 10 students	50% of contract	5 – 6 students	50% of contract	3-4 students	70% of contract
11-14 students	90% of contract	7-9 students	90% of contract	5 students	80% of contract
15 students	100% of contract	10 students	100% of contract	6 students	100% of contract

**III. Exceptions**

None unless otherwise officially directed.

**IV. Applicability**

ASU Faculty

**V. Accountability**

Albany State University Office of Academic Affairs

**VI. Contacts**

Albany State University Office of Academic Affairs

**VII. References**

BOR 3.1 General Policy on Academic Affairs  
BOR Academic and Student Affairs Handbook

**Last Update**

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