

# **College of Liberal Arts Teaching Overload Policy**

## **Approved by the Provost Office August 2009**

### **I. PURPOSE AND DEFINITIONS**

The College of Liberal Arts' Teaching Overload Policy pertains strictly to that part of a faculty member's time committed to teaching that is beyond the regular part of his/her university employment. It is essential to appreciate that the faculty member must still perform his/her normal workload obligations during the academic year, be it 9-month or 12-month.

The principles outlined in this document speak to compensation and overload teaching assignments that shall be addressed on a case-by-case base. The approval by the department head/chair is required to ensure that the instruction, research, outreach, extension, and service obligations of each faculty member are not compromised when a faculty member accepts a teaching overload assignment. The department head/chair is responsible for maintaining quality instruction, research, outreach, extension, and service within the department.

### **II. COLLEGE WORKLOAD POLICY<sup>1</sup>**

The "typical" annual teaching assignment for "research active" TTF is 5 courses<sup>2</sup> (or department FTE equivalent) equaling 62.5% per year. Consistent with university policy, all research active TTF are assigned a minimum 25% research/creative/scholarly outreach<sup>3</sup> workload for promotion and tenure purposes. The annual teaching assignment for "highly productive" research TTF is 4 courses<sup>4</sup> (or department FTE equivalent) equaling 50% per year. The status of highly productive research TTF requires the approval of the Dean. However, in situations where a tenured associate professor or professor is not fulfilling a 25% requirement for scholarly activity the department chair will provide a memorandum of understanding (MOU) to ensure that a tenured faculty member has a 100% workload. In this case, the faculty member would be assigned a differential workload with a minimum of 10% research, in order to stay current in the field for teaching purposes. It is expected that the faculty member will receive an increase in the teaching load, with the understanding that he/she cannot be promoted just on teaching. Research productivity will be considered over a 3 year period. If a faculty member is not research productive for 3 years, then there will be an increase in the teaching load proportionally. During that 3-year period, if he/she does become productive and demonstrates that he/she can be productive for 3 years in research, then there will be a reduction in the teaching load to acknowledge the increase in research. The definition of research is not restricted to any one category and includes scholarly and creative research, scholarly teaching/pedagogy, and scholarly outreach.

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<sup>1</sup> See CLA Faculty Workload Policy for additional information.

<sup>2</sup> A course is defined as a 3 contact hour course.

<sup>3</sup> "In terms of your questions, it is my understanding that the former Provost said that a tenure track faculty member on hire must have a minimum of 25% research, scholarship of pedagogy or outreach, or creative activity. Therefore, I will continue that tradition". - Email from Dr. Mazey sent to Paula Bobrowski 5/10/2009.

<sup>4</sup> Ibid.

### **III. PROPOSED COMPENSATION SCHEDULE FOR TEACHING OVERLOADS & NUMBER OF COURSES**

#### ***Compensation & Course Requirements:***

The standard compensation for all course overloads will be \$4,500-\$6,000 per course<sup>5</sup>. Every course (including distance education courses) that is taught as an overload is required to meet the enrollment minimums set forth by university policy. If an under-enrolled course is to be offered as an overload, it must obtain approval of the dean no later than one week prior to the start of the course. Types of courses that are not eligible for overload compensation are directed studies, thesis and dissertation hours, non-credit courses, internships, study abroad and practicum courses.

#### ***Summer Semester***

Course overloads are prohibited during the summer semester.

#### ***Eligibility:***

Tenured faculty and those faculty members that have a consistent record at minimum of meeting expectations in all areas assigned of their workload (as reflected in annual reviews) will be the only faculty eligible to teach overloads. Faculty members given additional support for research or other activities are restricted from teaching. Untenured tenure-track faculty and part-time instructional faculty are prohibited from participating. The coercion of faculty to teach overloads is prohibited.

#### ***Maximum Number of Course Overloads:***

A faculty member may teach one overload (including credit-granting distance education courses) per semester or up to two overloads a year if she/he has met or exceeds expectations on all percentage assignments on the most recent faculty annual review. All courses to be taught as overloads must be approved by the dean and the provost.

### **TTF AND NTTF WORKLOAD DISTRIBUTIONS 2008-2009**

The attached spreadsheets in Exhibit 1<sup>i</sup> show the percentage breakdown of each TTF and NTTF faculty member's work assignment (percentage in teaching, research/scholarship, outreach, service, and administration) for 2008 based upon the workload percentages provided by department chairs in the faculty 2008 annual evaluations. The spreadsheet includes the credit hours for each TTF and NTTF faculty member generated during 2008-2009.

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<sup>i</sup> The faculty workload percentages are based upon the annual review period January 1-December 31, 2008. The share of CHP or instructor's relative share of total credit hours produced is based upon data provide by OIR for Fall 2008 and Spring 2009 semesters.

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<sup>5</sup> A course is defined as a 3 contact hour course.