

## 03.FAC.13 – Faculty Workload Credit

Approved by COB Faculty (December 4, 2025)

### [Revision History](#)

#### Overview

The philosophy of reduction of teaching load is based upon the interest in developing the faculty and in providing a higher quality of teaching. The reduction in workload is guided by University Rule 12.03.99.C1 “Faculty Workload” and University Procedure 12.03.99.C1.01 “Assignment of Faculty Workload Credit”. It is also contingent upon the approval of the Dean and Provost.

No reduction in load will be made if it jeopardizes the college or conflicts with essential courses that must be offered to serve students.

Reduction will be made upon the recommendation of the department chair and approval of the Dean. Recurring reduction in teaching load will depend upon results achieved by the faculty member.

Pursuant to University Rule 12.03.99.C1 “Faculty Workload”, all full-time faculty in the college are expected to accrue 30 workload credits over the academic year as follows:

- Each long semester, tenured/tenure-track faculty accrue 12 credits for instruction and 3 credits for research, scholarship, and creative activity (RSCA) plus an expectation of service.
- Each long semester, fixed-term faculty accrue 15 credits for instruction plus an expectation of service.

#### COB Workload Reductions

The COB may grant additional workload reductions for RSCA, administrative assignments, and/or instruction-related assignments. In addition, the dean, with the approval of the provost, may grant additional workload credit for special projects or other assignments not described below.

The minimum teaching load for full-time permanent faculty is two courses per semester or four courses per academic year. Exceptions require approval of the provost.

#### RSCA Reductions

A one-course reduction per semester will be made for all tenured/tenure-track faculty members currently rated as a "scholarly academic" (SA) or “practice academic” (PA) per the standards described in 03.FAC.04 “Faculty Qualifications and Engagement Standards”.

A one-course reduction per semester may be made for fixed-term faculty members to maintain their scholarly or practice qualifications per the standards described in 03.FAC.04 “Faculty Qualifications and Engagement Standards” as described in their notice of appointment.

Additional reduction(s) may be made for publications in journals listed in the COB accepted list of journals. This reduction is subject to satisfying the criteria referenced in COB Policy 04.FAC.14 - Criteria for Additional Reassigned Time for Publications.

If possible, reduction of teaching load to two courses per semester may be made for new faculty members to help them establish a research agenda. The period for the reduction is determined by the Dean.

#### Administrative Reductions

One or more course reductions will be provided to faculty members who serve as associate dean, department chair, or director of a center. The dean may grant workload reductions for other administrative duties with the approval of the provost.

#### Instruction-Related Reductions

The COB may grant workload reductions for the following instruction-related activities:

- Large Lecture Classes - Full-time faculty who teach an on-campus face-to-face class that contains at least 175 students on the census date shall receive one course reduction. Faculty will coordinate the timing of any such eligible course reduction with the department chair, and the course reduction should, under normal circumstances, be taken within a calendar year of the eligible class.
- Curriculum Development - Workload credit may be awarded for developing new degree programs or conducting major curriculum revisions.
- Excess Preparations - A one-course reduction may be granted for the following long term if course load results in four course preparations in a given semester.

The COB does not award workload credit for the following instructional activities:

- Large Classes - Faculty who teach graduate classes that contain at least 60 students on the census date and faculty who teach undergraduate classes that contain at least 75 students on the census date may receive grading support from a teaching specialist pending budgetary constraints. Additional teaching specialist support may be provided as enrollment grows in increments of 60 students and 75 students, respectively, for graduate and undergraduate courses. Faculty do not receive workload credit for supervising teaching specialists.
- Individual Instruction – Faculty supervising internships, directing individual study projects, or serving on a dissertation/thesis committee should consult 03.FAC.05 “Faculty Annual Evaluation” for guidance on documenting such activities as service or an additional teaching criterion.

#### Related Policies

[University Rule 12.03.99.C1 – Faculty Workload](#)

[University Procedure 12.03.99.C1.01 – Assignment of Faculty Workload Credit](#)

[COB Policy 03.FAC.14 - Criteria for Additional Reassigned Time for Publications](#)

[COB policy 03.FAC.05 – Faculty Annual Evaluation](#)

## Revision History

- Revised, January 29, 1999
- Revision draft, August 2005
- Approved COB Faculty, September 29, 2007
- Reviewed, April 2012
- Revised and Approved by COB Faculty (March 9, 2018)
- Non-substantive changes approved by FHMC (April 27, 2023)
- Approved by COB Faculty (May 6, 2025)