

03.FAC.13 – Faculty Workload Credit

Revised and Approved by COB Faculty (March 9, 2018)

Non-substantive changes approved by FHMC (April 27, 2023)

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.

COB Workload Reductions

A one-course reduction may be made in a given semester to allow the faculty member an opportunity to enhance his/her intellectual contributions as a part of a faculty development program.

Generally, a one-course reduction per year may be given to faculty who teach a graduate class and are actively engaged in intellectual contributions. Priority in teaching graduate classes will be given to individuals who hold graduate faculty status.

Reduction may be made if course loads result in four course preparations in a given semester.

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

Reduction may be made to develop new programs or new courses or engage in a special project.

Reduction may be made for directing a center.

Large Lecture Classes. Full time faculty who teach on-campus face-to-face classes that contain greater than 175 students on the census date shall receive a course release. Faculty will coordinate the timing of any such eligible course release with the department chair and the course release should, under normal circumstances, be taken within a calendar year of the eligible class.

Large Online Classes. Faculty who teach online graduate classes that contain a minimum of 40 students on the census date and faculty who teach online undergraduate classes that contain at least 60 students on the census date shall receive grading support from a teaching specialist. Additional teaching specialist support will be provided as enrollment grows in increments of 40 students and 60 students, respectively, for graduate and undergraduate courses.

Dissertation/Thesis Supervision. The College of Business does not provide workload credit for service on dissertations and theses outside the College.

Fixed Term Faculty. The workload for Fixed Term full time faculty is 15 hours per semester. Workload credit of 3 hours per semester will be provided to Fixed Term Faculty to support and sustain Scholarly or Practice qualifications.

Additional reduction may be made for publications in journals listed in the COB accepted list of journals. This reduction is subject to satisfying the criteria mentioned in COB Policy 04.FAC.13 - Criteria for Additional Reassigned Time for Publications.

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](#)

Revision History

- Revised, January 29, 1999
- Revision draft, August 2005
- Approved COB Faculty, September 29, 2007
- Reviewed, April 2012