

FACULTY IN-LOAD ASSIGNMENTS¹

Current as of 11/18/2025

Assignments are a function of the faculty member's classification as *Initial Academic Preparation for Scholarly Academics (SA)* and *Practice Academics (PA)*, or Initial Professional Experience for Instructional Practitioners (IP) and Scholarly Practitioners (SP), combined with his or her contributions in research, teaching, and service. Teaching load assignments will be made by academic unit heads with the approval of the Dean. All faculty members are expected to maintain appropriate levels of quality in the instructional and service domains. The following framework sets forth the standard faculty teaching loads. Exceptions may be made with approval of the Dean where circumstances warrant a modified load.

1. SA Qualified Tenured and Tenure track Faculty

- a. The teaching load for faculty with an *extensive* research emphasis/contribution will be 7 teaching units biennially (3.5 annual).
- b. The teaching load for faculty with an *active* research emphasis/contribution will be 8 teaching units biennially (4 annual).
- c. The teaching load for faculty with a *limited* research emphasis/contribution will be 9 teaching units biennially (4.5 annual).

2. SA/PA Faculty on non-tenure accruing positions

- a. The teaching load for faculty with an instructional emphasis with moderate research contributions will be 10 teaching units biennially (5 annual).
- b. The teaching load for faculty with an instructional emphasis with limited or no research contributions will be 12 teaching units biennially (6 annual).

3. IP and SP Faculty

- a. The teaching load for IP/SP faculty will be at least 12 teaching units biennially (6 annual).

4. Extraordinary Service Contributions

- a. Faculty engaged in extraordinary service activities (i.e., beyond normal faculty governance) will be granted a reduced teaching load as determined by the academic unit head in consultation with the Dean.

¹ Formerly the Teaching Load Policy (created 11/96, revised 8/20/02; 6/15/04, 11/24/08, 10/7/2009, 1/17/2013, 8/13/2018, 11/18/2025)

5. Special Faculty Assignments*

- a. Certain faculty assignments by the College or University are designed to have teaching load implications.

Distinguished Professors, chair holders, and professorship holders will have a reduction in teaching load of one (1) teaching unit biennially from their otherwise assigned teaching loads. Faculty in this category are expected to maintain an extraordinary research agenda complete with published research. In addition, they are expected to be active mentors to Ph.D. students and junior faculty.

- b. Administration Emphasis. The teaching load for faculty with an administration emphasis/contribution will have a reduction consistent with the extent of their administrative assignment.
 - i. Faculty who are assigned as graduate coordinators in an academic unit will receive a reduction of one teaching unit biennially.
 - ii. Academic Unit Heads will have a 50% teaching load reduction after consideration of their SA/PA status (paragraphs 1 and 2) and paragraph 5a above. For example, a faculty member who comes under paragraph 1a and 5a and is appointed as an AUH will have a biennial teaching load of three teaching units;

6. Standard Course Load Measures

- a. At the undergraduate level, one teaching unit is a four (4)-credit hour course.
- b. At the graduate level, one teaching unit is a three (3)-credit hour course.
- c. At the undergraduate level a two (2)-credit hour modular course is equivalent to one-half (1/2) of a teaching unit. At the graduate level a two (2)-credit hour modular course is equivalent to two-thirds (2/3) of a teaching unit.
- d. Undergraduate electronic platform (EP) courses with total enrollments in excess of 100 students will count double toward the teaching load requirements of the instructor.
- e. For faculty teaching as part of their load in an online market rate MBA program where one- and two-year students are combined, additional compensation may be paid if enrollment exceeds 50 students. For the first 50 students, the faculty will receive in-load credit for one graduate unit. If enrollment exceeds 50 the faculty will receive a lump sum per student payment starting with the 51st student up to a maximum amount. If enrollment exceeds 100, the Academic Unit Head may choose to count the course as two graduate units for teaching load purposes and there will be no lump sum payment.

- f. For other cases when multiple sections of a course (or undergraduate and graduate versions) are combined in the same periods (excluding undergraduate EP courses or online market rate MBA courses covered by d. and e. above), multiple teaching load credit is not given.

* This document does not change the commitments made to Eminent Scholar Chair holders and Distinguished Professors prior to 10/2009.