

ACADEMIC_Teaching Load Policy_001

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Purpose

The purpose of the teaching load policy is to establish rules and regulations for assigning faculty-teaching load. The faculty workload shall encompass but not be limited to teaching, administration, advising, and research, service to the University and community, and other duties. Additional work such as summer teaching, additional coursework during the regular academic year, or any commissioned work is not considered part of a faculty member's annual workload (see Faculty Compensation Policy).

Source / Authority

This policy was developed by the Office of the Vice President for Academic Affairs and endorsed by the University President. The Office of the Vice President for Academic Affairs Officer is responsible for overseeing and monitoring the implementation of this policy and accompanying procedures.

Who Should Know This Policy

- President
- Vice President
- Legal Advisor
- Deans
- Director / Departmental Head
- Faculty
- Accounting/ Finance Personnel
- Student
- All Employees



Policy Description

This policy and its procedures define the teaching load for all faculty members at the University as well as teaching load reduction or increase to assure equitably distributing responsibilities among them.

Definitions

Credit hour: Defined in credit hour policy.

Regular Faculty with intensive teaching: Full-time individuals who hold full academic ranks (Assistant, Associate, Professor) and who are appointed by the University to contribute mainly to teaching, with no more than 20% of the work load devoted to research and service.

FTE Faculty (Full-time equivalent): Is a single value providing a combination of full time and part time faculty. Equals the sum total of hours taught divided by the number of hours considered to be full-time for a faculty.

Policy Statements

1. The teaching load is calculated as per the following table:

Title (with Academic Rank)	Load	Distributions Period
President and Vice Presidents	Exempted	N/A
Deans, Associate (Assistant) Vice Presidents, and Directors reporting to President.	3 Credit Hours	Academic Year (Fall, Winter, Spring)
Directors reporting to Vice Presidents (with academic rank)	6 Credit Hours	Academic Year (Fall, Winter, Spring)
Associate Deans, Assistant Deans (with academic rank), and Head of Departments.	6 Credit Hours	Academic Year (Fall, Winter, Spring)
Directors (reporting to AVP or Dean).	6 Credit Hours	Academic Year (Fall, Winter, Spring)
Program Coordinators and Program Directors reporting to a Head of Departments	12 Credit Hours	Academic Year (Fall, Winter, Spring)
Externally Funded Chair Positions	Minimum of 6 Maximum of 18 Credit Hours	Academic Year (Fall, Winter, Spring)
Assistant, Associate, and Professor	18 Credit Hours	Fall, Spring and Winter (if applicable) semesters
Visiting Faculty for one semester	15 Credit Hours	One semester
Faculty hired on one academic year contract	24 Credit Hours	Fall, Spring and Winter (if applicable) semesters
Faculty with teaching emphasis (college recommendation and approval by VPCAO)	24-30 Credit Hours	Fall, Spring and Winter (if applicable) semesters
Lecturers and Teaching Assistants	36 Contact hours	Fall, Spring and Winter (if applicable) semesters



2. All consideration should be taken by the Head of Department not to assign a teaching load involving more than 3 preparations per semester, and not to exceed 12 Credit Hours per semester. Intensive teaching faculty loads should not exceed 15 credit hours per semester. Exceptions to this teaching load allocation must be approved by the College Dean.
3. VPAA with the recommendation of a college dean may assign a faculty member teaching load ranging from 24 to 30 credit hours per year for those faculty whose major emphasis is teaching. The assignment is effective for renewable periods of 3 years. The percentage of faculty with teaching emphasis shall not exceed 20% of program faculty.
4. Teaching load calculation table clearly identify the load factor for each course type
5. Teaching load calculation table are reviewed every two years with the relevant policy or in line with approved policy review schedule
6. Any update to Teaching load calculation table must be approved by the Vice President and Chief Academic officer.
7. Teaching load for summer semesters is maximum of 9 credit hours, summer teaching compensation will follow the Teaching Overload and Part-time Compensation policy.
8. Maximum teaching load for faculty in the Winter semester is 3 CH, any exception must be approved by the VPAA.
9. In special circumstances, Head of Department may assign a teaching overload to a faculty member; this is not to exceed 3 CH per academic year. Any additional load should be approved by the VPAA.
10. Academic Administrators will not be entitled to teaching overload compensation.
11. Faculty who are granted load reduction will only be entitled for overload compensation, if teaching above the maximum approved load for his/her equivalent academic rank. Senior academic officials (President, Vice President for Academic Affairs, Dean) may commission a faculty member to perform specific functions or duties, and therefore be given a reduction in their teaching load according to the following formula:
 - The President may free a faculty member partially or completely from teaching duties in order to engage in a commissioned assignments.
 - The Vice President for Academic Affairs may free partially a faculty member from teaching duties provided the reduction does not exceed 6 CH/semester.
 - A College Dean may free partially a faculty member from teaching duties provided the reduction does not exceed 3 CH per year.
 - Any reduction for commissioned assignments shall be requested on a semester- by-semester basis. Reductions will be coordinated with Heads of Departments through the office of their respective College Deans. Heads of Departments may request a faculty member to perform assigned duties if the faculty member has a teaching under load. Heads of Departments may hire part-time or full-time faculty to cover the freed teaching loads, provided they do not exceed the allotted FTE number of faculty for the Department, and the replacing faculty member is of equal or lower rank than the replaced faculty member whenever possible.
12. A faculty member's teaching load may be reduced for purposes of research provided any one of the following conditions is met:
 - Faculty granted teaching load reduction on the National Capacity Building Program.
 - The faculty member has been awarded an external research grant and the reduction is incorporated (buy-out time) within the grant.
 - The faculty member requests a load reduction in order to conduct his/her research. The request should be documented and a rationale be made for the



load reduction. The Head of Department shall review the request and make a recommendation to the Dean who is authorized to approve a reduction of up to 3 CH per year for research purposes.

- Request of Load reduction beyond 3 course credit hours will require the approval of the Vice President for Academic Affairs. The request should be documented and a rationale be made for the load reduction. Head Department shall review the request and make a recommendation to the Dean who in turn review, approve and make recommendation to the VPAA who is authorized to approve any further load reduction beyond the 3 credit hours.
- Subsequent requests are based on whether the faculty member has used the reduction efficiently, and other criteria deemed by the university important to its mission.

13. Faculty members who served in a senior administrative position (i.e. president, Vice Presidents, Deans, Directors reporting to President, and Vice-Presidents,) for a full term are given a teaching load of 9 credit hours per year for one year following their service; and teaching load of 12 credit hours per year for one year following his/her completion of the sabbatical leave.

