

AOP-9-21-05-01 (Revised 4/16/13)

FULL-TIME RANKED (TENURED/TENURE-TRACK) FACULTY TEACHING LOAD AND/OR OVERLOAD STANDARDS

<u>EMPLOYEE CATEGORY</u>	<u>FALL SEM.</u>	<u>SPR. SEM.</u>	<u>SUM. SESSION</u>	<u>MAXIMUM PER ACAD. YR</u>
FULL-TIME <u>RANKED</u> FACULTY (10-MO) TEACH.LOAD	12 sh	12 sh	-	24 sh PER ACAD.YR. (If teaching in summer, 9 sh is a full load, but less may be taught for partial annual pay)
MAX OVERLOADS	6 sh	6 sh	As determined by Dean	12 sh PER ACAD. YR. (Cannot exceed 6 sh in any semester reporting period)

FULL-TIME <u>RANKED</u> FACULTY (12-MONTH) TEACH. LOAD	12 sh	12 sh	9 sh	33 sh PER ACAD. YR.
MAX OVERLOADS	6 sh	6 sh	As determined by Dean	12 sh PER ACAD. YR. (Cannot exceed 6 sh in any semester reporting period)

Note 1: For tenured/tenure track full-time faculty, teaching loads and overloads for fall and spring semesters and summer sessions may be mixed over the various scheduling periods (9 week terms/sessions, or 16 week semesters), but may not exceed the annual maximums, and may not exceed 6 sh in overloads in any semester reporting period unless approved by the college dean and SVC for Academic Affairs.

Note 2: Faculty in programs that hold specialized accreditation may not be assigned overloads without the college dean's approval, and overloads may be limited for other reasons as determined by the college dean. Deans are discouraged to allow overloads for non-tenured, tenure-track faculty whose performance has not demonstrated progress toward tenure during the previous annual review period. Deans are encouraged to give close attention to the nature and number of course preparations that are associated with overload teaching assignments.

Note 3: Overload maximums may only be exceeded with prior approval from the college dean and SVC for Academic Affairs.

Note 4: Non-doctoral graduate courses will be calculated at 1.3 teaching load equivalents (3 sh course = 4 sh course load) for calculating tenured/tenure track full-time faculty teaching loads. Doctoral graduate courses will be calculated at 2.0 teaching load equivalent (3 sh course = 6 sh course load) for calculating tenured/tenure track full-time faculty teaching loads. Multipliers will not be used on overloads, but will be paid from overload chart (AOP-8-8-07-01).

Note 5: Any additional teaching load and overload credits or teaching load reductions will be determined by approved university policies or by exceptions approved by the college dean and the SVC for Academic Affairs.

Note 6: Teaching load reductions for research and/or service programs for tenured/tenure track full-time faculty may be recommended by the dean and approved by SVC for Academic Affairs.

**Policy approved by Academic Steering Committee, September 21, 2005 and approved by Chancellor. (Revised 4/16/13)
OPR: Dr. Lee Vardaman**

AOP-9-21-05-01 (Revised 4/16/13)

FULL-TIME UNRANKED FACULTY, PART-TIME FACULTY, AND ADMINISTRATIVE STAFF TEACHING LOAD STANDARDS AND/OR OVERLOAD STANDARDS

<u>EMPLOYEE CATEGORY</u>	<u>FALL SEM.</u>	<u>SPR. SEM.</u>	<u>SUM. SESSION</u>	<u>MAXIMUM PER ACAD. YR</u>
<u>FULL-TIME UNRANKED FACULTY (10-MO) TEACH.LOAD</u> taught	12 sh	12 sh	-	24 sh per Academic Year (If teaching in summer, 9 sh is a normally a full load, but less may be for partial annual pay)
MAX OVERLOADS	6 sh	6 sh	As determined by Dean	12 sh per Academic Year. (Cannot exceed 6 sh in any semester reporting period)
<u>FULL-TIME UNRANKED FACULTY (12-MONTH) TEACH. LOAD</u>	12 sh	12 sh	9 sh	No more than 33 sh per Academic Year
MAX OVERLOADS	6 sh	6 sh	As determined by Dean	12 sh per Academic Year (Cannot exceed 6 sh in any semester reporting period)
<u>PART-TIME FACULTY MAX. TEACH. LOAD</u>	8 sh	8 sh	As determined by Dean	No more than 8 sh may be taught in any semester reporting period)
<u>FULL-TIME ADMINISTRATORS / STAFF MAX TEACHING LOAD</u>	6-9 sh	6-9 sh	6-9 sh	21 sh per Academic Year.

Note 1: For unranked full-time faculty, teaching loads and overloads for fall and spring semesters and summer sessions may be mixed over the various scheduling periods (9 week terms/sessions, or 16 week semesters), but may not exceed the annual maximums, and may not exceed 6 sh in overloads in any semester reporting period unless approved by the college dean and SVC for Academic Affairs.

Note 2: Faculty in programs that hold specialized accreditation may not be assigned overloads without the college dean's approval, and overloads may be limited for other reasons as determined by the college dean.

Note 3: Overload maximums may only be exceeded with prior approval from the college dean and SVC for Academic Affairs.

Note 4: Non-doctoral graduate courses will be calculated at 1.3 teaching load equivalents (3 sh course = 4 sh course load) for calculating teaching loads. Doctoral graduate courses will be calculated at 2.0 teaching load equivalents (3 sh course = 6 sh course load) for calculating teaching loads. Multipliers will not be used on overloads, but will be paid from overload chart (AOP-8-8-07-01).

Note 5: Any additional teaching load and overload credits or teaching load reductions will be determined by approved university policies or by exceptions approved by the college dean and the SVC for Academic Affairs.

Note 6: Additional teaching load, up to 15 sh per semester reporting period, for Lecturers may be assigned by deans with mutual agreement by faculty member.

Note 7: Full time administrators must provide written permission annually from their direct supervisor and division SVC defining their allowable teaching loads.

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