

**AOP-9-21-05-01 (Revised 9/6/17)**

**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>
<b>FULL-TIME RANKED FACULTY (10-MO) TEACH.LOAD</b>	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)
<b>MAX OVERLOADS</b>	6 sh	6 sh	As determined by Dean	12 sh PER ACAD. YR. (Cannot exceed 6 sh in any semester reporting period)
<b>FULL-TIME RANKED FACULTY (12-MONTH) TEACH. LOAD</b>	12 sh	12 sh	9 sh	33 sh PER ACAD. YR.
<b>MAX OVERLOADS</b>	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 per SVC for Academic Affairs 9/6/17)**

**OPR: Dr. Lee Vardaman**

**AOP-9-21-05-01 (Revised 9/6/17)**

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

<b><u>EMPLOYEE CATEGORY</u></b>	<b><u>FALL SEM.</u></b>	<b><u>SPR. SEM.</u></b>	<b><u>SUM. SESSION</u></b>	<b><u>MAXIMUM PER ACAD. YR</u></b>
<b><u>FULL-TIME UNRANKED FACULTY (10-MO) TEACH.LOAD</u></b>	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)
taught				
MAX OVERLOADS	6 sh	6 sh	As determined by Dean	12 sh per Academic Year. (Cannot exceed 6 sh in any semester reporting period)
<b><u>FULL-TIME UNRANKED FACULTY (12-MONTH) TEACH. LOAD</u></b>	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)
<b><u>PART-TIME FACULTY MAX. TEACH. LOAD</u></b>	8 sh	8 sh	As determined by Dean	No more than 8 sh may be taught in any semester reporting period)
<b><u>FULL-TIME ADMINISTRATORS / STAFF MAX TEACHING LOAD</u></b>	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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**OPR: Dr. Lee Vardaman**

### **Guidelines for Creating Part-Time Faculty Positions for Retired Faculty:**

In an effort to provide clarity to the creation of part-time faculty positions that will be filled by retired full-time faculty members, the following guidelines should be used when submitting a request for such positions.

- If the creation of a part-time position to be filled by a retired faculty member will not necessitate the filling of the prior full-time position, the full-time faculty position will be deactivated and placed in a faculty position repository for future activation upon request by the Senior Vice Chancellor for Academic Affairs and approval of the Chancellor.
- A part-time faculty retiree position will be created through the appropriate approval process and filled with the retiring faculty member. The difference between the deactivated full-time faculty position and the salary of the part-time retired faculty member will be swept. Budget dollars should be transferred to a Part Time GL and the position should be budgeted with other Part Time positions.
- Part-Time Faculty Retiree compensation must be related to the number of teaching hours per semester or term. It is not mandatory that all Part-Time Faculty Retirees be hired at the TRS's maximum amount of \$30,000. There may be instances where fewer than the below stated course load is taught which would call for reduced compensation unless equivalent non-teaching responsibilities are assigned. For example:
  - \$30,000 = 3 courses assigned per semester reporting period plus non-teaching responsibilities/assignments that are listed in the approval document to include the following: [over-seeing international initiatives for the college; serving as advisor for ISCO; directing grant/contract development for the college; over-seeing Comprehensive Exam Remediation for campus and online students; maintaining and repair of musical instruments; conductor for musical theater performances; supervising clinical field experiences in SW, TEP; etc.]
  - \$20,000 = 2 courses assigned per semester reporting period plus non-teaching responsibilities/assignments are listed in the approval document to include the following: [over-seeing international initiatives for the college; serving as advisor for ISCO; directing grant/contract development for the college; over-seeing Comprehensive Exam Remediation for campus and online students; maintaining and repair of musical instruments; conductor for musical theater performances; supervising clinical field experiences in SW, TEP; etc.]
  - \$10,000 = 1 course assigned per semester reporting period plus non-teaching responsibilities/assignments are listed in the approval document to include the following: [[over-seeing international initiatives for the college; serving as advisor for ISCO; directing grant/contract development for the college; over-seeing Comprehensive Exam Remediation for campus and online students; maintaining and repair of musical instruments; conductor for musical theater performances; supervising clinical field experiences in SW, TEP; etc.]

- If the full-time deactivated position must be activated and filled in addition to creating and filling a part-time faculty retiree position, the total budget allocated to the new part-time faculty retiree position and the current budget of the deactivated full-time position may not exceed the budgeted salary at the time the full-time position was deactivated.
- While retirees may not teach a full-time load if they are to remain retired under the Teachers Retirement System, it is expected that retired part-time faculty members will teach no less than a course load equal to one course less per semester reporting period than the full-time load in the faculty member's college and assist with student advisement.
- New part-time faculty positions created for retiring full-time faculty will be reviewed for renewal prior to each new academic year.
- Included with the written request for the new part-time position should be documentation illustrating the revenue associated with the position and net return to the University.

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