Faculty Workload	**2-001** **ACADEMIC AFFAIRS** **November 2026**

INSTRUCTIONAL LOAD

1.01 Faculty assignments are made by the Dean/Assistant Deans, with concurrence of the Vice Provost, to best meet the programmatic needs of each school and its students.

1.02 Full-time faculty are employed to meet the instructional and non-instructional needs of the academic programs, with regular responsibilities including, but not limited to: classroom and lab instruction; curriculum development; student advisement and mentoring; intern and graduate placement; active participation in department, division, and university committees and meetings; and recruitment and retention activities.

1.03 Each Dean/Assistant Dean is responsible for the tracking of individual faculty members' credit hour load each term and reporting such data to the Vice Provost prior to the beginning of each trimester. Load reports must include: instructional credit hours for the current trimester, any pre-approved reassigned time awarded, justification for reassigned time, and a running total credit hour count for the academic year.

1.04 The instructional assignment for full-time faculty teaching in an associate degree program is forty-five (45) semester credit hours (SCH) per academic year (Fall, Spring, Summer). The targeted instructional load per trimester is (fifteen) 15 credit hours. The annual forty-five (45) SCH target replaces per-trimester benchmarks as the standard measurement for associate degree faculty load.

1.05 The instructional assignment for full-time faculty teaching in a baccalaureate degree program is thirty-six (36) credit hours per academic year. Three (3) credit hours per trimester, of the standard forty-five (45) credit hours per academic year teaching load, is reassigned to allow for the pursuit of appropriate scholarly activities. The targeted instructional load per trimester is (twelve) 12 credit hours.

A. Scholarly activities must be discussed with and approved by the appropriate Dean/Assistant Dean.

B. A report on scholarly activities must be turned in with the faculty members' annual performance documents and used as part of the evaluation process.

1.06 The Vice Provost must approve all deviations which fall below that described in sections 1.04 and 1.05 of this policy.

1.07 To ensure the highest quality of instruction and that appropriate time is dedicated to all classes taught, full-time faculty may carry up to six (6) credit hours of overload per trimester.

Prior approval from the Provost is required before a faculty member may carry more than six (6) credit hours overload per trimester.

1.08 For faculty teaching in an overload situation, at the option of the faculty member, up to six (6) semester credit hours (SCH) of instructional load may be carried forward to the following trimester(s) during an academic year.

A. The academic year for purpose of this policy is defined as fall, spring, and summer.

B. No credit hours may be carried over from the summer trimester nor beyond an academic year.

C. The purpose of allowing credit hours to be carried forward is to assist a faculty member whose instructional assignment may fall below the targeted trimester instructional assignment in any given trimester.

D. Faculty must teach a minimum of seventy-five percent (75%) of the targeted instructional load per trimester to be eligible for university insurance coverage. Semester credit hours carried forward counts within the teaching load of the assigned trimester.

MODIFICATIONS TO STANDARD INSTRUCTIONAL LOAD

2.01 Modifications to a faculty member's credit hour teaching assignment may occur as described below, in one (1) credit hour increments, for the assignment of additional duties. When determining an appropriate number of credit hours to be awarded as reassigned time, the following calculation should be used as a guideline. One (1) credit hour of reassigned time may be awarded for a minimum of twenty (20) clock hours spent on additional duties during a trimester.

A. Up to three (3) credit hours, in one credit hour increments, may be awarded per trimester as reassigned time to a faculty member who has additional specific and defined instructional and/or non-instructional responsibilities, such as: curriculum development, department/program assessment, accreditation, grant administration, student organization sponsorship, and program or departmental asset management/maintenance.

B. Up to three (3) credit hours, in one credit hour increments, per trimester may be added to the minimum assignment for a faculty member whose assignment involves largely or exclusively supervision of laboratory/shop classes or internships.

C. On a limited basis, reassigned time in excess of that described above may be approved by the Vice Provost. Prior approval must be obtained prior to implementation of additional reassigned time.

2.02 The following items are factors utilized by Dean/Assistant Deans in the determination of credit hour assignment of internship courses to faculty load:

A. number of interns in individual course,

B. number of unique internship placements,

C. number and distance of internship site visits,

D. number and nature of intern and internship supervisor interactions, and/or

E. number and nature of internship course deliverables.

2.03 Modifications to standard instructional load must be submitted no later than 60 days prior to the trimester in which modifications are being requested. The Dean/Assistant Dean is responsible to submit necessary documentation with approval by the Vice Provost prior to the trimester.

OFFICE HOURS

3.01 Faculty schedules require a minimum of thirty-five (35) clock hours per week, 5-days per week, at their respective reporting location.

3.02 Faculty are required to provide a minimum of ten (10) office hours per week as part of their regular teaching load. This expectation applies proportionally to teaching assignments and equates to approximately two (2) office hours per course taught. Adjustments for immersive technical courses with larger semester credit hours may be necessary to meet the minimum office hour requirement. Faculty teaching overload courses are expected to provide a comparable number of office hours.

Office hours are intended to promote student access, academic engagement, and timely instructional support across in-person, online, and hybrid instructional formats.

A. Office hours must be clearly communicated to students and included in each course syllabus, the learning management system, posted to the faculty member's assigned office location, and provided to a faculty member's direct supervisor. For virtual office hours, access instructions must be clearly stated.

B. Office hours should be scheduled with student needs in mind and logically aligned with course schedules and instructional modalities. Faculty are encouraged to distribute office hours across multiple days and times to support students with varying academic, work, and family obligations.

C. Faculty may meet office hour requirements through a combination of in-person and virtual formats.

- A minimum of five (5) of the required ten (10) weekly office hours must be held in person/on campus.
- The remaining office hours may be offered virtually for faculty teaching online or hybrid courses.
- Virtual office hours must provide real-time, interactive engagement comparable to in-person meetings and use institutionally supported communication technologies.
- Faculty teaching fully online courses may request approval from their direct supervisor/Dean to adjust the in-person requirement with strong justification – renewal of this justification must occur each trimester.

INSTRUCTION PROVIDED BY EXEMPT ACADEMIC EMPLOYEES

4.01 In the event an exempt academic employee takes responsibility for teaching a course, and the time of the course falls within the university's standard work hours, no overload pay or compensation shall be awarded.

4.02 In the event an exempt academic employee takes responsibility for teaching a course, the instructional activities required fall outside the employee's normal duties, and the time of the course falls outside of the university's standard work hours, overload pay is awarded at the standard overload pay rate.

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