I. Workload assignment

Teaching load in the Department of Anthropology, Geography and Sociology is assigned by the department chairperson in consultation with the faculty member, Dean, and University. The number of hours taught each fall and spring semester must be consistent with university policy 7.13 (Faculty Workload). The full-time teaching load at SFA is 8 teaching units of work for the combined fall and spring semesters. This generally means a four course load per semester.

II. Assignment of courses

The department chair typically takes many factors into consideration when determining teaching assignments, including (but not limited to):

--demand for course sections and number of faculty available

--each faculty member's area(s) of teaching expertise and/or area(s) in which expertise needs to be developed

--the number of preparations that each faculty member will have, and whether or not each course is a new preparation

--each faculty member’s preferences

III. Workload reassignment

As stated in Policy 7.13 “any work that exceeds normal expectations in the categories of research/scholarly/creative accomplishment and service constitutes an opportunity to request a course load reassignment with the department chair. Reassignment is not automatic but depends upon student and departmental needs. Each reassignment, whether for a single semester or an academic year, must be approved by the appropriate dean and the provost and VPAA.”

V. Summer teaching

The fulltime teaching load for a summer session is 2 courses. Teaching summer courses does not count toward the university 8 unit teaching requirement. The assignment of summer courses is addressed in existing departmental policy.