I. Workload Assignment
Teaching loads in the College of Liberal and Applied Arts are assigned by the department chair or division/school director in consultation with the faculty member and approval of the Dean. The number of courses taught during the regular academic year must be consistent with University Policy A-18 (Faculty Workload). The College workload policy is designed to implement the University’s workload expectations within the College and its academic units. The teaching load of department chairs and division/school directors is not covered in this policy.

II. Assignment of Courses
The department chair or division/school director 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 expertise and/or area(s) of departmental need;
- the number of preparations each faculty member shall have, and whether any course is a new preparation;
- requirements of accrediting agencies;
- each faculty member’s scholarly productivity;
- each faculty member’s preferences.

III. Teaching Load Equivalencies
Faculty members shall normally teach the number of courses stipulated in University policy. Since all instructional obligations do not fit into the standard model, the equivalencies listed below shall govern the following circumstances:

1) **Graduate Courses**: A graduate course shall count as 1.5 teaching units. Any shortage of .5 in teaching units for graduate-level instruction shall be rounded up in determining a faculty member’s annual teaching load. Faculty exclusively in the MSW program shall normally teach three graduate courses during a regular semester. Department chairs and division/school directors shall monitor “student learning objectives” to ensure that they warrant graduate-level status.

2) **Large Sections**: An undergraduate course that enrolls 100 or more students shall count as two teaching units.

3) **Cross-Listed Courses**: A course that is listed for both undergraduate and graduate credit shall count as an undergraduate course for purposes of calculating teaching units.

4) **Independent Study Courses**: A course offered as an independent study shall not normally count in determining teaching units.

5) **Cross-Departmental Courses**: A course listed for credit by two departments shall be assigned to the instructor-of-record in determining teaching units.

6) **Laboratory Courses**: A four-credit hour course that includes a laboratory shall count as two teaching units so long as five or more contact hours are delivered per week. This equivalency applies only if the faculty member personally teaches both the regular section as well as the laboratory section. Otherwise, the course shall count as one teaching unit.

7) **Internship Courses**: Because departments have widely varying expectations for internships, the exact number of students needed to meet a course equivalency is subject to negotiation with the chair and Dean. In general, the
amount of contact time for an internship equivalency should be similar to that of a three credit hour course with at least ten students. All departments must have a written internship policy that is approved by the Dean and Provost.

IV. Teaching Load Exceptions
Under University Policy A-18, exceptions to the standard teaching load may be granted for chairing a department/division/school, for performing administrative duties, and for preparing course material during the first year of the initial tenure-track contract. All exceptions must be approved by the Dean and the Provost and Vice President for Academic Affairs. Even with a course reassignment, faculty members are expected to be available to students on campus.

In the College of Liberal and Applied Arts, the following workload reassignments may be made by the chair or director as needed in consultation with the faculty member and with the approval of the Dean. In each case, the chair or director shall negotiate with the faculty member a clear “deliverable” that must be produced at the end of the reassignment service (e.g., report, advising summary, publication).

1) **Departmental Advisement Coordinator** (one course reassignment for each regular semester). This faculty member has responsibility for coordinating all departmental advising and career development activities for majors, second majors, and minors.

2) **Departmental Assessment Coordinator** (one course reassignment for each regular semester). This faculty member has responsibility for conducting program and core assessments.

3) **Program Coordinator** (one course reassignment for each regular semester). These coordinators are responsible for program organization, development, student recruitment, recommending course offerings to the chair each semester, coordinating assessment, and other tasks as assigned by the chair or director. For purposes of this policy, a program is defined as any undergraduate degree with 30 or more declared majors (not second majors or minors) and any graduate degree with 15 or more active students.

4) **Research** (one course reassignment per regular semester). College faculty members who maintain a constant and rigorous research and publication agenda may apply for reassignment in teaching load. No department, division, or school in the College may normally have more than one research reassignment per semester and the overall department/division semester student headcount must be maintained without the use of adjunct instructors. To qualify for research reassignment, at least one of the following criteria must be met:
   a) The faculty member shows continuous research productivity and strong intellectual contributions over the past two years, including presentations, refereed scholarly publication, books, and other significant publications, such as refereed and peer-reviewed online journals.
   b) The faculty member can demonstrate engagement in scholarly activity that is likely to produce intellectual contributions and publications in the near future.

Applicants for research exceptions must submit a written proposal that outlines a research plan and monthly schedule. The proposal must be approved by the department chair/division director and the Dean. Faculty on research reassignment must provide the deliverable by July 1st of the academic year for which the reassignment was granted. Research reassignments are not permanent. Faculty must apply on a semester-by-semester basis.

5) **Master’s Thesis Direction**: Upon completing the direction of five master’s theses, a faculty member may be eligible for a course reassignment.

Department chairs and division/school directors must submit a list of all workload reassignments for a given semester to the Dean no later than one week before semester course schedules are due in the Dean’s Office. Faculty members on a reassignment are not eligible for extra compensation.

V. Summer Teaching
The teaching of summer courses does not count in calculating teaching units for the regular academic year. Any assignment of summer courses must follow departmental and college policy.

*The term “department” should be read to embrace programs within divisions/schools throughout this document, except where the term “division” or “school” appears after department.*