

Mid-Atlantic Christian University Academic Affairs Policy #19

SUBJECT: Faculty Workload

DATE: April 27, 1994

REVISED: 5/25/10; 3/13/13; 3/12/14; 2/10/16; 1/11/17; 2/12/2020

NEXT SCHEDULED REVIEW: Even numbered years in February

APPROVED BY BOARD OF TRUSTEES: May 2020

Policy for: Vice President for Academic Affairs and Faculty

Procedure for: Vice President for Academic Affairs and Academic Department Chairs

Authorized by: Vice President for Academic Affairs

Issued by: Board of Trustees

I. Purpose

MACU seeks to create a healthful and positive working environment for its faculty. As a result, MACU strives to maintain reasonable work expectations of its faculty and equitable treatment in the remuneration of faculty. In an effort to provide some equity in faculty assignments and reasonable expectations the following guidelines are provided as a basis for establishing workloads. The primary obligation of faculty members is normally to provide instruction and administration of academic programs. The University expects Faculty members to serve on committees, pursue professional development, do community service, and engage in research in addition to their normal teaching load.

This policy statement partially addresses “Section 6 Faculty” of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II. Policy:

Mid-Atlantic Christian University will employ enough full-time faculty members to provide effective teaching, advising, and scholarly activity for its academic programs and to carry their share of responsibility for curriculum development, policy making, and institutional planning and governance. The University will provide for each educational program (i.e., majors, associate degrees, and certificates) full-time faculty members who will ensure curriculum and program quality, integrity, and review; along with each educational program having at least one full-time faculty member assigned to coordinate the educational program.

TEACHING LOADS

The normal teaching load for a full-time faculty member shall be considered according to the following guidelines:

1. A standard semester teaching credit load is twelve credit hours. The instructional credit teaching load per year is twenty-four credit hours. Other factors in determining the load may be considered at the discretion of the Department Chair and VPAA. Consideration will be given to either reward or reduce the load on instructors who have more than four preparations or courses in which there is a heavy grading load. Instructors teaching multiple sections of the same course in a semester or who have no new preparations may be asked to increase their annual teaching credit load to 27 credits hours.
2. It is expected that the Department Chair/s of the department/s in which an instructor holds their assignment/s and the Vice President for Academic Affairs will work together in determining the appropriate teaching load level to assign to an instructor each semester within the academic year. If an instructor finds their proposed assigned teaching load to be excessive or inequitable an appeal should be made through their Department Chair.
3. The VPAA, in consultation with the appropriate Department Chair, may choose to limit a Faculty member's load for such reasons as are deemed to be in the best interest of the University and/or the faculty member. Such instances may include, but are not limited to: increased institutional service demands or support for a faculty member's pursuit of an advanced degree/credentials, as needed to support new or existing program development or other reasons as deemed appropriate by the VPAA.
4. Payment of full-time faculty members for instructional overloads is based on the current pay scale for adjunct faculty. (An instructor may, at his discretion and with the consent of the Department chair, teach a course which will put his average load above 12 hours, but without extra remuneration.)
5. Full-time instructors may teach during summer sessions or on-line courses under a separate contract and be paid at the overload rate, unless it is agreed upon in advance that such classes are part of the instructor's annual teaching load. Full-time instructors will be given first option to teach any courses offered online during the summer which they normally teach on-ground or online during the fall and/or spring semesters.
6. Administrative release time counts as a preparation and has a credit hour load value.

For calculation of teaching loads, the following special cases apply:

- a. Second section of course: credit hours.
- b. Teacher of Record: 0.5 hours
- c. Labs – 1 contact hour equals 1 credit hour
- d. Field work supervision and internships shall be counted as follows:
 - i. for BUAD 480-482, COUN 480-482, FAMB 480-482, and GENM 480-482 Internships, load will be calculated at 0.25 per student when enrolled for xx482. (no prep)
 - ii. for field supervision by education faculty of EDUC 339 Practicum II, partnership students, and EDUC 439 Student Teaching = 1 hour load / 2 student teachers supervised
- e. Independent Studies = currently do not count toward loads

ADMINISTRATIVE RELEASE TIME

- | | | |
|----|---|--|
| a. | Department Chairs | 2 hours / semester |
| b. | Coach | 4 hours / semester or season or other arrangements with VPSL |
| c. | Director of Learning Enhancement Services | 9 hours / semester |
| d. | Director of Teacher Education Program | 3 hours / semester |
| e. | University Counselor | 2 hours / semester or other arrangements with VPSL |
| f. | Graduate Work | 1 hour per 1 hour of graduate work pursued |
| g. | Dissertation or Thesis | 3 hours per semester (if progress is documented) |

ADVISING LOADS

1. Full-time faculty are expected to serve as academic advisors to students within a degree program appropriate to the faculty member's regular teaching assignments. Normal student advising loads are considered up-to 25 students. Above 25 students is an advising overload.
2. Advising overloads will be factored into general load calculations, either as part of the regular faculty load if there is a low teaching load, or as a paid overload if there is a full load. Overloads are calculated as follows:

1-10 students advising overload = ½ hour overload
 11-20 students advising overload = 1 hour overload

No faculty member should advise more than 45 students.
3. Some faculty may have a reduced advising load, if requested by the Department Chair and approved by the VPAA.

Reductions in the normal teaching load are occasionally granted by the VPAA to allow for service to the University other than teaching. Instances might include curricular administration and planning, coaching, extracurricular student activities, recruitment, and preparation to supply needed university services.

GENERAL STATEMENT ON OVERLOADS

The University recognizes that an overload within the University is at times necessary; compensation is made at the current rate. It should not, however, be entered into with an assumption of permanence. The possible impact on the effectiveness of teaching and the individual faculty preference are primary criteria for approval by the Department Chairs and VPAA. The University wishes to protect faculty members from out-of-the classroom assignments to the extent that effectiveness in teaching is decreased.

INSTITUTIONAL SERVICE LOADS

Full-time members of the faculty are expected to serve the needs of the University but are not expected to provide more than an average of eight hours each week in such tasks without consideration for additional remuneration or reduction of other aspects of their workload.

III. Procedure

The Vice President for Academic Affairs with counsel from academic department chairs and the Director for Online Education will make teaching assignments in accordance with this policy document.

IV. Published

Faculty Handbook

V. Reason for Revision

VI. Appendices