



ASUN Operating Procedure – 2012

Operating Procedure Synopsis

Title: Faculty Course Load Determination

Approval Date/Revision Date(s):

Review Date(s): 3/2018, 2/2019, 2/2020, 2/2021, 6/2023

Executive Cabinet Liaison: Provost/ Vice Chancellor for Academic & Student Affairs

Responsible Manager: Academic Dean or designee

A. Purpose and Scope

This operating procedure defines the process for establishing the minimum and maximum course load for a faculty member as well as determining and approving if a faculty member's load should exceed the maximum allowed or fall below the minimum allowed. Departments/individuals responsible for the fulfillment of this operating procedure include Academic Affairs, Academic Deans, and Designees.

B. Definitions

Course Load: The total number of course hours a faculty member is assigned each academic term.

Course Credit Hour: The designated unit of measurement assigned to a course regarding the number of hours of course activity required for a course section each week and academic term.

a. The number of hours assigned to each course is designated in the ASUN Course Catalog.

Release Time: This refers to hours and compensation designated to a faculty member who has been assigned, at the approval of the division dean and the Provost/ Vice Chancellor for Academic & Student Affairs, to work on a project outside of their normal responsibilities.

Academic Term: The length of calendar days designated each academic calendar year within which courses are conducted.

a. Fall Semester: This term is typically conducted during the months of August through December each academic year, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.

b. Spring Semester: This term is typically conducted during the months of January through May, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.

*All ASUN students, faculty, staff, and administrators are expected to adhere to operating procedures.

- c. Summer I Term: This term is typically conducted during the month of June, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.
- d. Summer II Term: This term is typically conducted during the month of July, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.
- e. Intersession or Special Term: The addition and length of an Intersession or Special Term (including Fast Terms) is based upon program and/or departmental needs and is subject to the approval of the Chancellor and Executive Cabinet.

C. Procedures

1. General Education

a. Part-time Faculty

- i. The assignment of course load to part-time faculty members is contingent on departmental need for part-time faculty and at the discretion of the Dean of Liberal Arts or the Dean of STEM, accordingly.
- ii. The maximum course load for a part-time faculty member is 9 course credit hours for each Fall and Spring academic term and 9 course credit hours for Summer I and Summer II terms combined.
- iii. Part-time faculty members cannot be assigned course load that exceeds the maximum 9 hours for any Fall or Spring academic term, or Summer I and II terms combined, or 4 hours per Intersession or Special term, except in special circumstances which warrants approval by the Chancellor and Provost.

b. Full-time Faculty

- i. Full-time faculty members will be assigned a minimum course load of 15 course credit hours for each Fall and Spring term.
- ii. Upon Dean and Provost approval, a full-time faculty member may be approved a course load of fewer than 15 course credit hours for a Fall or Spring term if the faculty member is assigned to a special project (including independent studies) and/or granted release time.
- iii. Full-time faculty members will not be assigned a course load exceeding 22 course credit hours for a Fall or Spring term.
- iv. Under extenuating circumstances related to enrollment and course scheduling, and at the approval of the faculty member, the dean of the faculty member's division (i.e., Dean of Liberal Arts or Dean of STEM), and the Provost, a faculty member may be assigned a course load greater than 22 course credit hours. However, this should only be practiced in circumstances of great need and only after other options to assign courses have been exhausted.
- v. Full-time faculty members on 9-month appointments are not required to be assigned a course load during the Summer I and Summer II terms or Intersession or Special terms, as these terms fall outside of a 9-month faculty member's contractual obligation.
- vi. Full-time faculty members who report their willingness to be assigned a course load during the Summer I, Summer II, or Intersession or Special terms will be given first availability of course assignments if the faculty member is in good standing with the college; however, the assignment of a course load during these terms is not

guaranteed and will be based upon enrollment, student demand, budgetary considerations, or other special circumstances.

- vii. Full-time faculty members will not be assigned more than 16 course credit hours for Summer I and Summer II terms combined.
- viii. Under extenuating circumstances related to enrollment and course scheduling, and at the approval of the faculty member, the Dean of Liberal Arts and Dean of STEM, and the Provost, a faculty member may be assigned a course load greater than 16 course credit hours during the summer terms. However, this should only be practiced in circumstances of great need and only after other options to assign courses have been exhausted.
- ix. Full-time faculty members will not be assigned more than 4 credit hours for an Intersession or Special term.
- x. Any course credit hours related to release time assigned to a faculty member will be considered a part of the total course credit hours of course load for that faculty member.

2. Applied Sciences

a. Part-time Faculty

- i. The assignment of course credit load to part-time faculty members is contingent on program need as determined by the Dean of Applied Science.
- ii. If load is based on semester credit hours, the maximum load for a part-time faculty member is 9 semester course credit hours for each Fall and Spring academic term and 9 hours for Summer I and Summer II terms combined, and 4 hours per Intersession or Special term.
- iii. The maximum weekly load for part-time faculty that are paid by the hour based on a time sheet source document will be 29 hours.

b. Full-time Faculty

- i. Full-time faculty members will be assigned course load each Fall and Spring term as determined by cohort sizes and the course load dictated by the sequence of the degree plan for the program. For non-cohort programs, faculty will be assigned a course load of 15 course credit hours each Fall and Spring term. **NB:** *As each program's degree plan determines which courses are offered each term and cohort numbers are consistent each term, a faculty member's course credit hours may vary from one term to the next.*
- ii. A full-time faculty member may be approved a course credit load of fewer than the number of credit hours dictated by the cohort sizes and the degree plan (or 15 credit hours for non-cohort programs) for a Fall or Spring term in the event that the faculty member is assigned to a special project and/or granted release time, with the approval of Dean of Applied Science and the Provost.
- iii. Full-time faculty course load should not exceed the number of credit hours dictated by cohort size and the degree plan sequence for a Fall or Spring term or 4 course credit hours per Intersession or Special term without the approval of the Dean of Applied Science and the Provost.
- iv. With the approval of the Dean of Applied Science and the Provost, a full-time faculty member may be assigned overload if their course load exceeds the number of semester credit hours necessary to fulfill the sequence of classes determined by the

program degree plan and they are assigned to teach a course(s) in addition to their assigned course schedule.

3. Nursing and Health Professions

a. Part-time Faculty

- i. The assignment of course credit load to part-time faculty members is contingent on program need as determined by the Dean of Nursing and Health Professions and the Provost.
- ii. If load is based on semester credit hours, the maximum load for a part-time faculty member is 9 semester credit hours for each Fall and Spring academic term, 9 course credit hours for Summer I and Summer II terms combined, or 4 course credit hours per Intersession or Special term.
- iii. The maximum weekly load for part-time faculty that are paid by the hour based on a time sheet source document will be 29 hours.

b. Full-time Faculty

- i. Full-time faculty members will be assigned a course load each Fall and Spring term as determined by cohort sizes and the sequence of the program's degree plan. **NB:** *As each program's degree plan determines which courses are offered each term and cohort numbers are consistent each term, a faculty member's course credit hours may vary from one term to the next.*
- ii. Full-time faculty course load should not exceed the number of course credit hours dictated by cohort size and degree plan sequence for a Fall or Spring term or 4 course credit hours per Intersession or Special term without the approval of the Dean of Nursing and Health Professions and the Provost.
- iii. If course load needs fall below the minimum course credit hours of the program's requirements, full-time faculty may be assigned additional duties or projects as determined by the Dean of Nursing and Health Professions and the Provost.
- iv. With the approval of the Dean of Nursing and Health Professions and the Provost, a full-time faculty member may be assigned overload if they are required to teach a course that is outside of the sequence determined by the program's degree plan or courses that are in addition to the course load for the current term.

4. Adult Education

a. Full-time Faculty

- i. Adult Education Instructors are salaried employees and therefore work a 40-hour workweek as directed by the Director of Adult Education and in mutual agreement with the employee.
- ii. If the employee is required to work unexpected overtime during the workweek, the employee can take the overtime hours as Flex Time (1:1) within a reasonable time after the accrual.

D. Related Information

- General Education courses must have a minimum of 8 students enrolled to be calculated in load, unless pre-approved by the Provost prior to the first day of classes in any term. Lower enrollment courses may be counted based on special circumstances.
- Enrollment in technical and occupational courses may vary depending on space, program requirements, safety restrictions, and accrediting/licensing requirements.