

# FAC 605. Teaching Load

New Version (approved by Faculty on 4/05/12)

The maximum and expected teaching load for full-time faculty shall be an average of 24 hours of teaching per academic year. This may be shifted across years in consultation with the Chief Academic Officer (CAO)—for example, 28 hours in one year and 20 hours in a subsequent year—in order to provide flexibility in scheduling. The maximum number of preparations in a two-year period should not exceed 12. In addition to full-time load courses, faculty may request permission to teach a maximum of one course by appointment or independent study course each semester.

Type of Course	Faculty Teaching Load Count	Faculty Contact Hours
1 lecture credit hour	1 load hour	15 faculty contact hours per credit
1 lab credit hour	1 load hour	30 faculty contact hours per credit
1 private lesson credit	.33 load hour	15 faculty contact 30-minute periods per credit
Theater practica supervision	Variable by contract	Variable
1 team-taught credit hour	By arrangement with CAO	15 contact hours
1 online credit hour	1 load hour	15 contact hours
Internship supervision	None	None

Supervision of a full-time student-teaching field experience	.66 Load hours	Minimum 4 field observations
Course by appointment or individually scheduled TBA	None	15 faculty contact hours per credit hour
Independent study	None	5 faculty contact hours per credit hour

In addition to teaching duties, a faculty member is expected to serve on committees, perform curricular administrative tasks such as assessment, and to perform other campus and departmental duties. When other responsibilities are great, teaching load may be decreased or additional stipends allocated. These modifications shall be made on a contractual basis in coordination with the Chief Academic Officer (CAO).

Exception to the above guidelines may be approved by the CAO on a case-by-case basis.