

Workloads, Overloads, & Adjunct Compensation Policies

Approved by the Deans Council 05/31/2017

Workloads

Full-time faculty members are contracted for 24 load credits per academic year. Typically this is organized as 12 load credits of teaching per semester in the fall and spring semesters, though faculty members may have their teaching loads divided unevenly between the fall and spring terms. Full-time faculty members may be granted release time for administrative or other duties; such release time is determined by the Vice President for Academic Affairs.

Load Credits

One load credit is typically the equivalent of one semester hour of lecture credit in a course in which the full-time faculty member is the sole instructor of record. Increased or reduced load credits for non-lecture courses are determined by the Vice President for Academic Affairs in consultation with the appropriate Division Dean and Department Chair. Multiple sections of the same course are counted separately. A cross-listed course is counted as a single course. For a co-taught course, load credit is divided evenly among the instructors of record.

Load credits for faculty members supervising directed readings, independent studies, and internships are determined based on enrollment. For directed readings and independent studies, a faculty member earns 1/6 of a load credit for every student-credit generated; for internships, the rate is 1/12 of a load credit for every student-generated credit. Any alternative calculation must be approved by the Vice President for Academic Affairs.

Load credits are calculated in the following order:

1. Load credits for non-instructional duties (e.g., release for administrative responsibilities)
2. Load credits for AMU (determined by multiplying the total student credits generated by 0.67 — i.e., $\text{course credits} \times \text{students enrolled} \times 0.67$)
3. Load credits for other regular courses, beginning with those courses/sections with the highest enrollment
4. Load credits for directed readings, independent studies, or internships

Any work by a full-time faculty member that exceeds 12 load credits in a semester is considered an overload, unless that faculty member did not meet his or her contracted workload in the previous semester. (In such rare instances, load credits in excess of 12 are used to offset prior shortages before they are counted as overload credits.) If only a portion of the load credits of a course is required to reach 12 in a semester, that portion is counted toward the full-time faculty member's load, and the remainder is considered an overload.

Limits on Adjuncts and Overloads

A full-time faculty member's workload may not exceed 16 load credits per academic semester without the written approval of his or her Division Dean. This limit includes the sum of teaching duties for the traditional academic program and Adult & Graduate Studies, as well as any workload credit for administrative or other assigned duties. An adjunct may not be responsible for more than 9 load credits per academic semester without the written approval of the Vice President for Academic Affairs.

External Funding/Employment

A faculty member who engages in external funding or employment must report these on his or her annual Faculty Activities Record. For external funding/employment during the contract period, typically August-May for 10-month employees, a faculty member must secure written approval from his or her Division Dean prior to entering into any new agreement; external funding/employment outside of contracted time must be reported but does not require the Division Dean's approval. Should an extant external funding/employment agreement interfere with a faculty member's contracted duties, his or her Division Dean may rescind approval. A Division Dean's decision not to approve an external funding/employment opportunity or to rescind approval for an extant external funding/employment agreement may be appealed to the Vice President for Academic Affairs, whose decision in such instances is final.

Compensation for Adjunct & Overload Instruction

Work by a full-time faculty member in excess of 12 load credits per semester is compensated at the rate of \$700 per additional load credit. Adjunct instructors who hold a terminal degree in the area of instruction are also compensated at the rate of \$700 per load credit. Adjunct instructors who do not hold a terminal degree in the area of instruction are compensated at the rate of \$625 per load credit, though adjuncts with an extensive history of quality teaching for the college may be compensated at the higher rate, at the discretion of the Vice President for Academic Affairs.

A class with fewer than 5 students enrolled will be cancelled.

By default, full-time faculty members are compensated for overload credits during the semester in which they are generated. However, with the consent of the appropriate Division Dean and Department Chair, a faculty member may elect to "bank" overload credit in exchange for release time in a subsequent semester. Any such banked credit must be used within two years of its generation; banked credit not used within two years is lost unless arrangements are made with the Division Dean's approval. Generally, no more than 6 banked load credits may be used for release in a given semester.