


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:015	Supersedes Policy Number: 5:015
Date:	Dated: August 1, 1986
Subject: Instructional Workload	
Initiating Authority: Vice President for Academic Affairs	TBR Policy/Guideline Reference: 5:01:00:00, A-052
Approved:  7/9/02 President	

General Statement

The following guidelines provide goals toward which the institution shall strive. The goal is to complete implementation as soon as it is academically and financially feasible. The standard workload for faculty at Austin Peay State University is 15 teaching load credits (exceptions in certain programs). Three (3) teaching load credits typically are assigned for creative and scholarly activity, advisement, and committee responsibilities. The remaining teaching load credits should be calculated by using these guidelines.

Reassigned Time

When resources permit, consideration for reassigned time will be given for up to ten (10) percent of the full-time faculty of a college (exclusive of departmental chairpersons), during any semester. Assignment to these activities for teaching load credit must be made by the Dean at the time the class schedule is submitted for the semester during which the teaching load credit is to be assigned. Assigned time sheets must be filed in the Academic Affairs Office. At the end of the period of assigned time usage a report of accomplishment is to be filed in the Academic Affairs Office.

Summer Teaching

Faculty members are not guaranteed teaching opportunities during the summer; however, they may be invited to teach to satisfy

student needs. Faculty workload may therefore be adjusted for summer.

Scholarship and Professional Activity

Please note: This policy refers primarily to the teaching and advising obligations of faculty members. For a more complete representation of all components of faculty workload, please refer to APSU Policy 5:010.

Application of Student Enrollment to Guidelines

In all instances involving student numbers in the following guidelines, the date for determining the number of students in a class will be the official enrollment reporting date for TBR/THEC.

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
1. Lecture or lecture discussion X = # of Student Credit Hours Class size 45 or fewer students Class size 46-84 students Class size 85 or more students	 X X X	 X X+1 X+2
2. Laboratory For lower division labs, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits. Example: $(1 + 3) \div 2 = 2$ All upper division labs will use the following formula: $(\text{student credit hours} + \text{contact hours} + 1) \div 2 = \text{teaching load credit}$. Example: $(1 + 3 + 1) \div 2 = 2.5$		
3. Seminar <u>Undergraduate</u> Class size to 20 Class size 20 and over <u>Graduate</u> Class size to 15 Class size over 15	 1 1 1 1	 1 1.5 1 1.5
4. Activity courses Physical Education, etc.	1	1
5. Special Problems, Independent Study, or Individual Study a. Non-Lab Classes Per student - Undergraduate Per student - Graduate b. Lab Classes (as specified in the University Bulletin) The maximum teaching load credits an instructor may earn per semester are three.	 1 1 1	 .11 .17 .33
6. Supervision Supervision of individual students who are taking 15 credit hours in practice teaching, other practica, and internships. The maximum teaching load credits an instructor may earn per semester are 12, regardless of the number of students being supervised.		.75 per student

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
<u>Practica</u> Supervision of student practica in such areas as counseling, individual and group testing, and clinical practice, where the student commitment is for 3 units of credit.	3	1
<u>Social Work Field Instruction</u> Students work in a social service agency at least 8 hours per day, four days per week, for 15 weeks and receive 12 student credit hours.		.75 per student
<u>Clinical Supervision of Teacher Candidates</u> Clinical supervision of teacher candidates in a public school-based setting which totals at least 36 contact hours.	3 4	4 5
7. Music <u>Individual Instruction</u> One contact hour individual lessons (2 student credit hours) shall be assigned .666 teaching load credit, and half contact hour lessons (1 student credit hour) shall be assigned .333 teaching load credit toward the instructional load assignment.	1	.33
8. Art <u>Studio Courses</u> Add the number of semester hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits. Example: $(3 + 6) \div 2 = 4.5$		
9. Nursing <u>Clinics</u> Nursing clinics involve groups of no more than ten students (mandated by State Board of Nursing), with the instructor receiving .75 teaching load credits for each 1.0 contact hour and each .5 student credit hour. Preceptor-based clinics involve a maximum of 40 students and result in 3 TLC/Sem. Hr.		

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>10. Graduate Instruction</p> <p>Regular graduate faculty who are teaching graduate lecture courses during the academic year will receive the following in addition to the regular teaching load for the course:</p> <p>For 1 three credit hour graduate course: Extra compensation for 1 hour</p> <p>For 2 three credit hour graduate courses: Extra compensation for 2 hours</p> <p>For 3 three credit hour graduate courses: Teaching load reduction: 3 hours</p> <p>Thesis Direction: Per Thesis/Per Student .11</p> <p>Graduate Research Paper: Per Paper/Per Student .11</p> <p>EDS Field Study: Per Report/Per Student .11</p>		
<p>11. Web-Based Courses</p> <p>Standard teaching load credit will be applied for lower division courses with up to 25 students, for upper division courses with up to 20 students, and for graduate students with up to 15 students. In these cases, the instructor will be compensated 100% for the course. Instructional pay or workload credit will be increased in 20% increments for class sizes 20% over the 25/20/15 standards for lower division/upper division/graduate classes. For example, 30 students in a lower division class = 120% pay or workload credit, 28 students in an upper division class = 140% pay or workload credit, etc.</p>		
<p>12. Adjunct/Overload Instruction</p> <p>For adjunct/overload instruction, when contact hours do not equal student credit hours, teaching load credit will be calculated in the same manner as it is for full-time faculty in 1-11 above.</p>		

Exceptions

Exceptions to these guidelines must be approved in advance by the Vice President for Academic Affairs.

INSTRUCTIONAL LOAD FORM

Faculty:
 Regular _____ Adjunct _____
 Grad. Asst. _____ Other _____

Quarter _____ Year _____
 Department: _____

NAME: _____

Course Information:

Dept.	No.	Sec.	Cr.	TLC*	Days	Time	Location	No. of Students

*Teaching Load Credit

Reassigned Time Credit:

TOTALS _____

REASSIGNED TIME RESPONSIBILITIES: _____

OFFICE HOURS: MWF- _____

TTH- _____ OTHER - _____

Signature: _____ Initial: _____
 Department Chairperson Dean/Director

NOTES: Submit all copies to appropriate Dean/Director. One copy will be returned to chairperson.
 Courses taught together and team taught courses should be identified.
 Courses taught on a problems basis should be designated.
 Extra pay courses taught by regular faculty members should be noted.