

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

Policy Number: 5:015	Supersedes Policy Number: 5:015
Date: October 21, 2011	Dated: April 1, 2011
Subject: Instructional Workload	Mandatory Review Date: October 21, 2016
Initiating Authority: Provost	TBR Policy/Guideline Reference: <u>5:01:00:00, A-052</u>
Approved:	President: Signature on File

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 with exceptions in certain programs. Three (3) teaching load credits typically are assigned for creative and scholarly activity, academic advisement, and committee and service responsibilities. The remaining teaching load credits should be calculated by using the following guidelines. To allow for circumstances not otherwise governed by this policy or to adhere to discipline specific norms, a chair may recommend for Dean's approval that a teaching assignment be considered to be a full teaching load.

Workload Limits and Overloads

The agreed-upon faculty workload will typically set limits on the expected activities of an individual faculty member. In rare instances, a faculty member may be asked to assume an additional course or responsibility above the workload agreed upon by the Dean, chair, and faculty member. In such cases the faculty member will be compensated with overload pay.

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 chairs), 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, Academic Advising, and Professional Activity

Note: This policy refers primarily to the teaching obligations of faculty members. For a more complete representation of all components of faculty workload, including scholarly or creative work, academic advising, and committee and service responsibilities, please refer to the APSU policies below as well as to departmental criteria for personnel actions and to the *Faculty Handbook* section entitled "Faculty Responsibilities and Procedures," subsection "Advising Students":

- Policy on Academic Tenure 5:060
- Policy on Academic Promotion 5:061
- Faculty Appointments 5:062
- Academic Freedom and Responsibility 5:063

# INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>1. Lecture or lecture discussion</p> <p>X = # of Student Credit Hours</p> <p>Class size 45 or fewer students</p> <p>Class size 46-84 students</p> <p>Class size 85 or more students</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X+1</p> <p>X+2</p>
<p>2. Laboratory</p> <p>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.</p> <p>Example: <math>(1 + 3) \div 2 = 2</math></p> <p>All upper division labs will use the following formula: (student credit hours + contact hours + 1) <math>\div</math> 2 = teaching load credit.</p> <p>Example: <math>(1 + 3 + 1) \div 2 = 2.5</math></p>		
<p>3. Seminar</p> <p><u>Undergraduate</u></p> <p>Class size to 20</p> <p>Class size 20 and over</p> <p><u>Graduate</u></p> <p>Class size to 15</p> <p>Class size over 15</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<p>1</p> <p>1.5</p> <p>1</p> <p>1.5</p>
<p>4. Activity courses (Physical Education, etc.)</p> <p>For activity courses, 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.</p> <p>Example: <math>(1 + 2) \div 2 = 1.5</math></p>		
<p>5. Special Problems, Independent Study, or Individual Study</p> <p>a. Non-Lab Classes</p> <p>Per student – Undergraduate</p> <p>Per student – Graduate</p> <p>b. Lab Classes (as specified in the University Bulletin)</p> <p>Note: The maximum teaching load credit an instructor may earn under section 5 per semester is three.</p>	<p>1</p> <p>1</p> <p>1</p>	<p>1/9</p> <p>1/6</p> <p>1/3</p>

# INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>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.</p> <p><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.</p> <p><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.</p> <p><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.</p>	<p>3</p> <p>3 4</p>	<p>.75 per student 1 .75 per student 4 5</p>
<p>7. Music</p> <p><u>Individual Instruction</u> One contact hour individual lessons shall be assigned 2/3 ( .667) teaching load credit, and half contact hour lessons shall be assigned 1/3 (.333) teaching load credit toward the instructional load assignment.</p> <p><u>Ensembles</u> <i>NOTE: Multiple undergraduate courses and/or sections held at the same hour will receive workload credit for just one section. Undergraduate-graduate sections taught at the same hour follow the calculation for dual-listed courses in Item #11.</i></p> <p>Principal Ensembles (orchestra, choir, symphonic band / wind ensemble, and chamber singers) together with Opera Workshop, Guitar Ensemble, Jazz combo, Jazz Collegians, and Percussion Ensembles shall have TLC equal to contact hours to a maximum of three.</p>		

# INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>All ensembles not listed above shall have TLC equal to the formula (student credit hours + contact hours) ÷ 2, to a maximum of two TLC.</p> <p>Director of Bands, Director of Choral Activities, and Director of Orchestras receive an annual stipend to coordinate and oversee recruitment and outreach activities for their respective areas.</p> <p><u>Performance Courses</u></p> <p>No TLC will be given for recitals offered on a zero-credit basis. When students enroll in Junior and Senior Recitals (MUS 3950, 4930) on a credit basis, those recitals shall have TLC granted at the rate of 1/3 (.333) per student. When students enroll in Graduate Recital (MUS 5930) on a credit basis, those recitals shall have TLC granted at the rate of 2/3 (.667) per student.</p> <p>For all other performances courses (as listed in Appendix A), 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: <math>(1 + 2) \div 2 = 1.5</math></p>		
<p>8. Art</p> <p><u>Studio Courses</u></p> <p>For studio courses, 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: <math>(3 + 6) \div 2 = 4.5</math></p>		
<p>9. Clinical Instruction</p> <p><u>Nursing Clinics</u></p> <p>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.</p> <p><u>Preceptor-based Clinics</u></p> <p>Preceptor-based clinics involve a maximum of 40 students and result in 3 TLC/Semester Hour.</p>		

# INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p><u>Radiologic Technology Clinics</u> Instructional load credit for Radiologic Technology Clinics will be equal to two times the student credit hours of the course. Supervision of the Radiologic Laboratory Internships will be included as part of the administrative duties of the Director of the Rad Tech program or the department chair and will not be awarded additional TLC credit. (BIOL/RLTN 4084A/B)</p> <p><u>Medical Technology Clinics</u> Instructional load credit for supervision of Medical Technology Clinics will be equivalent to the student credit hours of the course.</p>		
<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 Graduate Research Paper: Per Paper/Per Student EDS Field Study: Per Report/Per Student</p>		<p>1 1/3 1</p>
<p>11. Dual-Listed Graduate-Undergraduate Courses</p> <p>A dual-listed graduate-undergraduate course with seven (7) or more students enrolled in the graduate section will result in four (4) TLC for the faculty member for a three (3) SCH course. In a dual-listed course that has 7 or more total students but fewer graduate students, the TLC should be calculated as follows:</p> <p>TLC for undergraduate portion (equals SCH) plus additional TLC for graduate portion (Number of Graduates Students/7)</p>		

# INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits																												
<p>Example: Five graduate students and ten undergraduate students for a 3 SCH course: 3 TLC + 5/7 = 3.71 TLC</p>																														
<p>12. 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 40% over the 25/20/15 standards for lower division/upper division/graduate classes, respectively. For each additional 20% increment in enrollment above the 40%, there will be a 20% increase in workload credit to a maximum of 200% TLC.</p> <table><tr><th>Classes</th><th>STD Enrollment</th><th>120% TLC</th><th>140% TLC</th><th>160% TLC</th><th>180% TLC</th><th>200% TLC</th></tr><tr><td>Lower Level</td><td>25</td><td>35-39</td><td>40-44</td><td>45-49</td><td>50-54</td><td>55</td></tr><tr><td>Upper Level</td><td>20</td><td>28-31</td><td>32-35</td><td>36-39</td><td>40-43</td><td>44</td></tr><tr><td>Graduate Level</td><td>15</td><td>21-23</td><td>24-26</td><td>27-29</td><td>30-32</td><td>33</td></tr></table>	Classes	STD Enrollment	120% TLC	140% TLC	160% TLC	180% TLC	200% TLC	Lower Level	25	35-39	40-44	45-49	50-54	55	Upper Level	20	28-31	32-35	36-39	40-43	44	Graduate Level	15	21-23	24-26	27-29	30-32	33		
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<p>13. 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.</p>																														
<p>14. Part-Time Adjunct Workload</p> <p>Adjunct instructors may not exceed 11 teaching load credits (TLC) per semester* and 22 TLC per academic year if teaching solely at the main campus.</p> <p>Adjunct instructors teaching solely at Austin Peay Center @ Fort Campbell (APC@FC) may not exceed 8 teaching load credits per term*, 11 credits per semester (Fall or Spring), and 22 credits per</p>																														

## INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>academic year .</p> <p>Adjunct instructors teaching overlapping terms at both main campus and APC@FC may not teach more than 12 teaching load credits total per semester and 22 credits per academic year.</p> <p>This policy pertains to courses taught in all delivery modes (on site, online, RODP, ITV, etc.) and includes any extra TLC earned from large classes as specified in 5:015.</p> <p>* The word “semester” is used exclusively to designate main campus sessions. The word “term” is used exclusively to designate Fort Campbell sessions.</p>		

### Exceptions

Exceptions to these guidelines must be approved in advance by the Provost.

# APPENDIX A – TLC of Performance Courses in Department of Music

Course No.	COURSE NAME	SCH	CH	TLC (SCH + CH) / 2
MUS 1160	Class Piano I	1	2	1.5
MUS 1169	Piano for Adult Beginners	1	2	1.5
MUS 1170	Class Piano I	1	2	1.5
MUS 1185	Aural Skills I	1	2	1.5
MUS 1195	Aural Skills II	1	2	1.5
MUS 1210	Class Guitar	1	2	1.5
MUS 1250	Class Voice	1	2	1.5
MUS 1270	Alexander Technique	1	2	1.5
MUS 1700	Accompanying	1	2	1.5
MUS 2160	Class Piano II	1	2	1.5
MUS 2170	Class Piano II	1	2	1.5
MUS 2185	Aural Skills III	1	2	1.5
MUS 2195	Aural Skills IV	1	2	1.5
	Foundations of Music			
MUS 2240	Education	2	3	2.5
MUS 3140	Intro Jazz Harmony	2	3	2.5
	Jazz Harmony Performance			
MUS 3141		1	2	1.5
MUS 3700	Accompanying	1	2	1.5
MUS 3800	Basic Conducting	2	3	2.5
MUS 3810	Choral Conducting	2	3	2.5
MUS 3820	Instrumental Conducting	2	3	2.5
MUS 3890	Brass Group Instruction	2	3	2.5
	Percussion Group			
MUS 3900	Instruction	2	3	2.5
MUS 4522	Italian Diction	1	2	1.5
MUS 4523	German Diction	1	2	1.5
MUS 4524	French Diction	1	2	1.5
MUS 4525	Latin/English Diction	1	2	1.5
	Woodwind Group			
	Instruction—Double			
MUS 4790	Reed/Flute	1	2	1.5
	Woodwind Group			
MUS 4800	Instruction—Single Reed	1	2	1.5
MUS 4810	Orchestration	2	3	2.5
MUS 4890	String Group Instruction	2	3	2.5
MUS 5522	Italian Diction	1	2	1.5
MUS 5523	German Diction	1	2	1.5
MUS 5524	French Diction	1	2	1.5
MUS 5700	Accompanying	1	2	1.5
MUS 5800	Advanced Conducting	3	3	3