


AUSTIN PEAY STATE UNIVERSITY
POLICIES AND PROCEDURES MANUAL

Policy Number:	Supersedes Policy Number:
5:015	III:01:15
Date:	Dated:
August 1, 1986	September 27, 1979
Subject:	
Instructional Work Load	
Initiating Authority:	SBR Policy/Guideline Reference:
Vice President for Academic Affairs	5:01:00:00, A-052
Approved:	
 President	

The following guidelines provide goals toward which the institution shall strive. Complete implementation as soon as academically and financially feasible is the goal.

(See Attached)

INSTRUCTIONAL WORK-LOAD GUIDELINES

<u>Type of Instruction</u>	<u>Student Credit Hours</u>	<u>Teaching Credit Hours</u>
1. Lecture or lecture discussion		
Class size to 100	1	1
Class size 100 or over	1	2
2. Laboratory		
1 hour	1	.75
2 hours	1	1.5
3 hours	1	2
3. *Seminar		
<u>Undergraduate</u>		
Class size to 20	1	1
Class size 20 and over	1	1.5
<u>Graduate</u>		
Class size to 15	1	1
Class size over 15	1	1.5
4. Activity courses		
Physical Education, etc.	1	1
5. Special Problems, Independent Study, or Individual Study		
Per student - Undergraduate		.33
Per student - Graduate		.50
6. Supervision		
Practice teaching, other practica, and internships where the essential element is supervision of individual students involving the full-time commitment of the student		
Per student (Based on the assumption that the work load is 15 units)		.75
<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	1	.33

*Undergraduate seminars over 20 in class size or over 15 for graduate seminars should be divided into more than one section.

<u>Type of Instruction</u>	<u>Student Credit Hours</u>	<u>Teaching Credit Hours</u>
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7. Music

faculty instructional load in the Department of Music shall be at least 12 hours, based on the formulation for individual instruction which follows, where applicable, on contact hours for lecture classes and for conducting performing groups; and on teaching load credits as used in other departments for problems, supervision, and practica.

Individual Instruction

One-hour individual lessons (2 credit hours) shall be assigned .666 hours, and half-hour lessons (1 credit hour) shall be assigned .333 hours toward the instructional load assignment.

8. Graduate Instruction

By 1984, at least fifty percent of the regular graduate faculty should have a load reduction of three to five credit hours in any quarter in which they are teaching a graduate level lecture/recitation class. Determination of faculty to receive the load reduction is the responsibility of the dean of the college. Associate graduate faculty shall not be eligible for this load reduction. Progress toward the 1984 goal of fifty percent will occur as resources permit.

Graduate instruction shall be subject to applicable portions of the preceding guidelines but additionally shall be governed by the following:

Professors teaching a graduate class or classes designated by the appropriate department as carrying extra teaching load credit

9

12

(Note: Extra teaching load credit assignment is subject to decanal approval.)

Student

Teaching

<u>Type of Instruction</u>	<u>Credit Hours</u>	<u>Credit Hours</u>
Thesis Direction: Per Thesis		1
Graduate Research Paper: Per Student		.33

REASSIGNED TIME

The usual teaching load for faculty at Austin Peay State University is 15 quarter units (exception in certain programs). Three (3) units typically are assigned for advisement and committee responsibilities. Up to ten (10) percent of the full-time faculty of a college (exclusive of departmental chairpersons), during any quarter, may be assigned three (3) units of teaching load credit in order to (a) engage in scholarly research, writing, or creative activity, (b) engage in institutional research or planning, or (c) carry out assigned administrative or supervisory functions.

Assignment to these activities for teaching load credit must be made by the Dean at the time the class schedule is submitted for the quarter 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.

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
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*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.