

ELIZABETH CITY STATE UNIVERSITY Faculty Teaching Workload Policy

Preamble

This policy is adopted to implement the requirements of UNC Policy 400.3.4, Monitoring Faculty Teaching Workloads, which obligates all campuses and constituent institutions to monitor faculty teaching loads and to approve significant or sustained variations from expected minimums. It includes the criteria and approval process for reductions in faculty teaching loads or significant variations from expected teaching loads. It also includes the standard methodology for collecting data on teaching loads in order to ensure meaningful comparisons of faculty teaching loads over time and across peers. For reporting purposes, the UNC Board of Governors has selected the National Study of Instructional Costs and Productivity known as the Delaware Study.

Effective Date:

This policy shall become effective on the date approved by the UNC President.

1. Scope

The Elizabeth City State University Faculty Workload Policy applies to all tenured, tenure-track, and full-time non-tenure-track faculty. It also applies to all persons who supervise these faculty members with respect to the establishment or monitoring of faculty workload. This includes department chairs, program coordinators, and personnel in the Division of Academic Affairs and Student Affairs, primarily the Provost and Vice Chancellor for Academic Affairs, and in the Office of the Chancellor.

2. Definitions

- A. *Standard Faculty Teaching Workload*: the number of courses or semester credit hours each full-time faculty member is expected to teach in a semester or an academic year.
- i. *Undergraduate Faculty Teaching Workload*: In accordance with the Delaware Study and the Carnegie Classification of ECSU as a Baccalaureate (Liberal Arts) I institution, the standard faculty teaching workload is eight (8) courses / twenty-four (24) credits per academic year.
 - ii. *Graduate Faculty Teaching Workload*: In accordance with the ECSU Graduate Faculty Policy 300.2.2.1 and the ECSU Graduate Faculty Overload Teaching Policy 300.2.2.2, the standard teaching workload for graduate faculty members teaching only graduate courses is six (6) courses / eighteen (18) credit hours per academic year. The standard teaching workload for graduate faculty members teaching a combination of graduate and undergraduate courses is seven (7) courses / twenty-one (21) credit hours per academic year.

- B. *Overload Teaching Assignments*: Overload teaching assignments refer to situations where full-time regular faculty members are assigned to teach more than four (4) courses / twelve (12) credit hours per semester. In accordance with the ECSU Faculty Overload Teaching Policy 300.1.15 and the ECSU Graduate Faculty Overload Teaching Policy 300.2.2.2, this does not include averaging teaching loads over the period of an academic year where faculty members may teach more than 12 credit hours in the fall semester to accommodate a greater need and are assigned reduced teaching loads for the spring semester.
- C. *Faculty Reassigned Time*: a reduction in the standard faculty teaching load for the purpose of undertaking other non-instructional activities in areas such as research, service, or other professional development.
- D. *Annual Faculty Review Area Weights*: is the percentage of time a faculty member indicates on the annual Self-Evaluation Report that he/she has allocated to the various components of his/her workload (teaching, advising, scholarship, and service). According to the Elizabeth City State University Faculty Evaluation Policy, faculty members have set percentages allocated to teaching research and service and can allocate their time and effort in ways that use their competencies most productively while still fulfilling their responsibilities as faculty to the university. To allow individual choices to play a meaningful role in self-evaluation, the faculty member indicates a set of annual area weights when completing a Self-Evaluation Report. These weights are taken into account by evaluators in developing overall performance evaluations.
- E. *Schedule of Assigned Duties*: semester report that details a faculty member's workload, including instruction, advising, research, scholarship, service, and administration.

3. Faculty Workload Assignments

- A. The Schedule of Assigned Duties reflects that teaching, the most important duty of any faculty member, is only part of the faculty member's larger workload of research, scholarship, service, and administration. Assigned credit hours will not be used as the sole determining factor for faculty workload. The instructional load for individual faculty members will vary from the Standard Faculty Teaching Workload depending on the nature of the faculty member's appointment: e.g., responsibilities in teaching, research, service and administration.
- B. The Annual Faculty Review Area Weights should reflect these variations in the Standard Faculty Teaching Workload and should be considered in faculty performance evaluations, including tenure and post-tenure review.
- C. As identified in UNC Policy 400.3.4, the following possible grounds for course reductions from the expected teaching load: increased administrative responsibilities, funded research, additional institutional and departmental service obligations.

- D. The Provost and Vice Chancellor for Academic Affairs and Student Affairs, in consultation and subject to agreement with the department chairs, program coordinators, program faculty, and Faculty Senate, will establish criteria for justifications for overloads and course reductions. Department and program teaching workload expectations will vary in relation to major responsibilities and overall assignment of duties, disciplinary standards, class sizes, contact hours, and accreditation requirements.
- E. Each department or program in consultation with the faculty and the Provost and Vice Chancellor for Academic and Student Affairs will develop guidelines for teaching assignments, including how course reductions, overloads, large classes, laboratory or studio sections, graduate student advising, multiple sections of the same course taught simultaneously in face-to-face and distance education formats, team taught courses, faculty rank, and other variations from standard course loads are factored into teaching load. The assignment of credits to courses and lab sections must be in accordance with the ECSU Credit Hour Policy 300.1.25.
- F. For faculty with assignments across disciplines or campus areas, including graduate faculty, the faculty member's primary administrator will consult with the secondary administrator in defining workload expectations.
- G. Faculty members may be assigned a maximum of fifteen (15) hours by the department chair as long as this does not result in an Overload Teaching Assignment for the academic year. In cases where this occurs, a compensatory reduction in load will occur in the next semester or other compensation as detailed in the ECSU Faculty Overload Teaching Policy 300.1.15. To facilitate the management of compensatory reductions, any such faculty teaching workload assignments should be reported to the Provost and Vice Chancellor for Academic Affairs and Student Affairs.

4. Reporting on Faculty Workload

- A. Consistent with UNC Policy 400.3.4, ECSU will adopt the National Study of Instructional Costs and Productivity (Delaware Study) as the standard methodology for collecting data on teaching load.
- B. For reporting purposes, teaching load in the Delaware Study is derived by the number of organized class courses a faculty member is assigned in a given semester. Courses that are not conducted in regularly scheduled class meetings, such as 'readings,' 'special topics,' 'problems' or 'research' courses, including dissertation / thesis research, and 'individual lesson' courses (typically in music and fine arts) are excluded from the teaching load calculation reported for the Delaware Study.
- C. The Office of the Provost and Vice Chancellor for Academic and Student Affairs will monitor implementation of the Faculty Teaching Workload policy using data reported by the Academic Departments and data from the Delaware Study.

- D. The Office of the Provost and Vice Chancellor for Academic and Student Affairs, or his/her designee, will produce an annual report on faculty teaching workload that includes, at minimum, faculty teaching workloads at the discipline / department level and by academic rank. In accordance with the principle of shared governance, the distribution of the report will include presentation to the ECSU Faculty Senate.

Related Policies:

Policy on Academic Program Coordinators 300.1.23

Academic Affairs Office Hours Policy 300.1.19

Faculty Overload Teaching Policy 300.1.15

Academic Advisement Policy 300.1.1

Credit Hour Policy 300.1.25

Graduate Faculty Policy 300.2.2.1

Graduate Faculty Overload Teaching Policy 300.2.2.2