

Date Updated and Published: March 2018

Review: Annually

Last Date Reviewed: June 2022

Revision History:

September 2018

December 2019

June 2022

POLICY

UNDERGRADUATE

A faculty member may be scheduled for no more than two course during any period. For faculty members teaching in multiple colleges, total load should be considered. A full-time faculty member teaching face-to-face courses on the traditional calendar may teach no more than three courses per semester in programs with rolling calendars (one course every 5 weeks). Faculty teaching only in modular programs are not limited based on traditional academic calendars and are not subject to this limitation. Overlaps of more than one week should be avoided for faculty teaching primarily in traditional programs.

GRADUATE

A faculty member may be scheduled for no more than two courses concurrently. Directed studies and one (1) hour seminars are excluded from this policy.

Faculty teaching in multiple colleges must receive approval from Vice Presidents of those colleges. It is the responsibility of the Academic Dean of a college to secure permission prior to offering the course to the faculty. Faculty are also responsible for monitoring their workload and making responsible decisions about their ability to manage multiple courses.

Workloads that exceed fifteen (15) hours per semester, or forty-five (45) semester hours per calendar year, must have approval from the President of the University.

RESPONSIBLE PARTIES

Vice Presidents and Academic Deans of the affected colleges are responsible for

enforcement of this policy; the Chief Academic and Compliance Officer is responsible for monitoring.

REVISION

This policy is reviewed annually.

PUBLICATION

This policy is published on the University website.