

## College of Arts and Sciences Teaching Workload Guidelines

In accordance with [university policy](#), teaching workload for tenure-track faculty is based upon the expectation of a faculty workload of 24 semester hours, or their equivalent, per academic year, with 6 of these hours assigned to research/creative activity. Faculty not actively engaged in a program of research/creative activity with publication or equivalent outcomes will not receive the assignment of 6 hours to research/creative activity. It is understood that engagement in research/creative activity and service is expected as part of the normal responsibilities of a tenure-track faculty member. All faculty who are not on research assignment are expected to teach at least one course per semester.

- For full-time lecturers, the standard teaching load is eight three-hour courses per year (24 semester hours), or their equivalent.
- For full-time visiting faculty, the standard teaching load is six three-hour courses per year (18 semester hours), or their equivalent.
- For tenure-track faculty who do not contribute to graduate programs, the standard teaching load is six three-hour courses per year (18 semester hours), or their equivalent.
- For tenure-track faculty who contribute to masters programs, including but not limited to thesis or thesis-equivalent supervision, the standard teaching load is five three-hour courses per year (15 semester hours), or their equivalent.<sup>1</sup>
- For tenure-track faculty who contribute to doctoral programs, including but not limited to dissertation or dissertation-equivalent supervision, the standard teaching load is four three-hour courses per year (12 semester hours), or their equivalent.<sup>2</sup>

Course releases may be given for standard department positions or from a department allocation of additional course releases. Justification of course releases should be clear and should not include activities that are part of a faculty member's normal responsibilities in teaching, research, and service. For faculty participating in programs, the standard teaching load is based on contributions to the home department, but any course releases will come from the program allocation. Academic Professionals with contracts that stipulate work duties, which may include a specific teaching load, will generally not be subject to these workload guidelines. Course buyouts funded outside the department, such as external grants or fellowships, service in the Chancellor's, Provost's, or Dean's offices, or endowments, should not be included in the accounting of departmental course releases. Faculty members with externally funded grants that allow for course buyouts should pursue these before requesting course release for research activities. In addition to the department allocation, any course release for new faculty may be awarded by the Dean in contract negotiation.

1. "Contribution" requires that faculty either supervise theses or, in exceptional circumstances, make contributions representing similar time and effort as is typical for the supervision of theses. Qualifying contributions for the reduced baseline teaching load should not otherwise be accounted for in the faculty teaching workload (i.e., teaching of graduate courses). The baseline workload justification for each faculty member should briefly describe the nature and scope of these contributions.

2. "Contribution" requires that faculty either supervise dissertations or make contributions representing similar time and effort as is typical for the supervision of dissertations. Qualifying contributions for the reduced baseline teaching load should not otherwise be accounted for in the faculty teaching workload (i.e., teaching of graduate courses). The baseline workload justification for each faculty member should briefly describe the nature and scope of these contributions.

Each year, department heads<sup>3</sup> will submit a workload summary document that lists all course releases for the department. These course releases should also be noted on individual faculty workload forms. Individual faculty teaching loads after course releases should be calculated from the appropriate standard teaching load above. Any changes to teaching workloads and course releases must be resubmitted and approved before being implemented. Faculty workload adjustments and course releases should be taken into account during the faculty annual evaluation process.

### **Standard Course Releases**

Course release for some administrative activities within departments is regarded as standard. Variations from these standards according to the amount of work and time commitment that they involve must be approved by the Dean's office. Faculty who hold multiple positions may request the releases associated with each position. Additional course reductions for these positions may be given from the departmental course release allocation if justified.

- Department Heads will have 2 course releases per academic year.
- For departments with an Assistant or Associate Head, the position will have 1 course release per academic year.
- Undergraduate Directors will have a 1 course release per academic year.
- For departments with MA, MS, MFA and/or PhD programs, Graduate Directors will have a 1 course release per academic year.

### **Additional Course Releases**

In addition to the standard course releases, each department will be allocated a pool of course releases for other positions or departmental priorities. The size of the department allocation will be based on a metric of department size that includes: number of tenure-track faculty, student credit hour production, number of professional-track faculty, and the number of undergraduate majors and graduate students. The department allocation of course releases will be reviewed on a regular basis and adjusted if necessary.

Certain service positions exist in some departments and not in others, such as certificate program directors, centralized advisors, and internship advisors. Departments vary as to how responsibilities are assigned, and the work commitments involved. In some departments the activities concerned are part of normal service and teaching expectations; in others, they are beyond standard workload and may be adjusted with course release from the department allocation. In order to understand the special circumstances that exist at the department level, department heads should explain the course release with descriptions of tasks and/or responsibilities that create an additional burden on the faculty member.

3. The terms "department" and "head" include programs and their directors.

Course releases may also be granted from the department allocation by department heads on a case-to-case basis to account for demands on faculty that occur on an infrequent, non-recurring basis such as the following:

- Extraordinary and demanding research commitments that exceed expectations.
- Extraordinary and demanding service and teaching assignments that exceed expectations. As per [UNC system policy 400.3.4](#), the supervision of undergraduate theses, independent studies, honors work, directed reading, and supervision of internships outside of regularly scheduled classes should not be considered in the calculation of teaching workload.
- Teaching overloads in the previous semester or academic year: These should occur infrequently and not as part of a faculty member's typical teaching schedule.

Departments should also consider other methods of compensation for additional duties, such as a reduction in new course preps, choice of class meeting patterns, extra travel funds, summer teaching opportunities, or stipends.

## Process

1. Heads assign workloads, teaching assignments, and any course releases for the subsequent year when completing faculty annual evaluations in the Spring semester. The CAS Faculty Workload Assignment Form is uploaded to Faculty Success for each faculty member for approval by the Dean's office.
2. The CAS Department Workload Summary is submitted to the Dean's office for approval by the end of the Spring semester.
3. If any changes are made to individual faculty teaching workloads, these must be resubmitted with a revised department summary for approval by the Dean's office prior to being implemented.

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