

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE

FACULTY SENATE

Senate Document Number 1513F

Date of Senate Approval 12/5/13

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Statement of Faculty Senate Action:

**FWDC 8: Defining Faculty Teaching Workload (Faculty Handbook [Section 3.1](#), [SD2799S](#))**

**Effective date:** Immediately

**Summary:** This document (a) defines faculty workload in terms of both contact hours and expected organized course sections (OCS), (b) describes how faculty workload is monitored, and (c) defines limits on the supervision of independent study courses.

**Rationale:** (a-b) Revisions to the UNC Policy Manual, specifically in the Faculty Workload Policy (Section 400.3.4), made in January 2013 require us to have specific policies in place regarding the definition and monitoring of faculty workload, including criteria for reassigned time, where faculty workload is measured in terms of organized course sections using the Delaware Study.

(c) UNC Academic Integrity Regulations (Section 700.6.1), revised in April 2013, require us to have stated guidelines on the number of undergraduate independent study courses a faculty member may teach per term, along with an enumeration of those who may grant exceptions to these guidelines. This document specifies that approval by the Chair/Program Director and the Program Area Dean is required for anyone to teach more than two per semester.

**Revise section 3.1.4 as follows:**

**3.1.4 Instructional Activities**

**3.1.4.1 Teaching Responsibilities**

**3.1.4.1.1 Full-time ([SD2611S](#))**

A full-time teaching assignment is 24 contact hours per academic year, after accounting for any reassigned time approved by Academic Affairs, in 8 or more organized course sections as defined by the Delaware Study (an instructional activity which is provided principally by means of regularly scheduled meetings in a classroom or similar facility at stated times, including laboratory, recitation or other sections which accompany a lecture section).

Faculty teaching workload is monitored through review of class schedules by the Academic Deans, annual faculty evaluation, and review of the annual Teaching Load Report, prepared by Institutional Research for use by Department Chairs/Program Directors and Academic Affairs.

#### **3.1.4.1.2 Compensation for Overload Teaching**

Compensation for overload teaching may be approved by the Provost and VCAA only by way of exception in order to meet an unanticipated need or to ensure an appropriate level of expertise which is not otherwise available in the local community. To be awarded compensation for overload teaching a faculty member must already be scheduled to teach 24 contact hours for the academic year, after accounting for administrative reassigned time. Requests should be submitted by the Department Chair/Program Director to the Program Area Dean, who will consult with the Provost and VCAA before the request is approved.

#### **3.1.4.1.3 Independent and Special Topics Courses**

When in the judgment of the Department Chair/Program Director there is a curricular or student need coupled with available faculty expertise, Special Topics Courses may be part of a program's set of scheduled courses. When scheduled, these courses are part of a faculty member's normal teaching load. Ordinarily, a special topics course which is offered for more than two consecutive years is to be considered for inclusion in the list of regular courses found in the catalog.

Faculty members are free to assume the responsibility of teaching an "Independent Course" to a student in order to meet an academic need of that student which cannot be met through the regular schedule of courses. The appropriate forms should be obtained from the Department Chair/Program Director. The student must register for the course in the usual manner during registration. While independent study courses are not part of a faculty member's regular teaching load, a faculty member who consistently offers independent study courses without sacrifice of quality teaching and other professional duties may expect recognition for these efforts by his/her chair. No member of the faculty may teach more than two independent study courses per semester, independent of undergraduate research supervision, without prior approval of the Department Chair/Program Director and the appropriate Program Area Dean.