

POLICIES

Issued: May 25, 2022

Responsible Official: Provost and Senior Vice President for Academic Affairs

Responsible Office: Academic Affairs

Policy Statement

It is the policy of Austin Peay State University to ensure quality instruction and allows for the equitable assignment of teaching duties.

Purpose

This policy sets the guidelines for the assignment of faculty work load.

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- General Statement
- Workload Calculations and Overloads
- Reassigned Time
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- APSU Policy 2:048
- APSU Policy 2:062
- APSU Policy 2:063
- APSU Policy 2:051
- APSU Policy 2:052

Procedures

General Statement

The standard workload for all faculty at Austin Peay State University is 15 work load credits per semester with exceptions in certain programs. For tenure track and tenured faculty, typically 12 credits are assigned for teaching (i.e., Teaching Load Credit - TLC) and three (3) credits are assigned for creative and

Workload Calculation and Overloads

scholarly activity, academic advisement, and committee and service responsibilities (i.e., referred to as ARC).

The agreed-upon faculty workload will typically set limits on the expected activities of an individual faculty member. The semester workload credit (WLC) should be calculated as follows:

- 1) Calculate the Teaching Load Credit (TLC) subtotal per this policy.
- 2) Add any WLC associated with reassigned time.
- 3) For tenure track and tenured faculty, upon the approval of the department chair and the dean, the standard three (3) credits typically assigned for creative and scholarly activity, academic advisement, and committee and service responsibilities ~~(ARC) can be adjusted in the range 3-6 based on anticipated and intentionally determined non-teaching activities established prior to the beginning of a semester.~~ ARC adjustments should not be implemented as a means for offsetting under enrolled courses or insufficient faculty workloads.
- 4) Add TLC, ARC, and any reassigned time to find total WLC.
- 5) In rare instances, a faculty member may be asked to assume an additional course or responsibility above the workload agreed upon by the Dean, chair, and faculty member. In such cases the faculty member will be compensated with overload compensation (as outlined in Policy 2:048 and within the guidelines established by the Provost) or given equivalent release via the preferred practice of smoothing.

Reassigned Time

Consideration for reassigned time will be given for up to ten (10) percent of the assignable time of a college (exclusive of departmental chairs), during any semester. Assignment to these identified reassigned activities for teaching load credit must be approved by the Provost for the semester during which the teaching load credit is to be assigned. Appropriate forms must be filed with the Academic Affairs Office. Faculty with reassigned time are not eligible for overload compensation. The preferred practice of smoothing should be implemented. Exceptions to this require the approval of the Provost.

**Summer Session
And Intersession
Teaching**

Policy 2:048 addresses Summer Session(s) and Intersession teaching assignments and compensation.

ADJUSTMENTS TO TEACHING LOAD CREDIT

For classes with low enrollment the chair will appropriately prorate the WLC downward. The Provost will provide a procedural definition of low enrolled classes.

For classes taught using an academic coach model or other instructional assistance for the instructor of record, the chair will appropriately adjust the TLC downward. The Provost will provide procedural guidance on the level of adjustment.

Links

APSU Policy 2:062	https://apsu.policytech.com/dotNet/documents/?docid=56&public=true
APSU Policy 2:063	https://apsu.policytech.com/dotNet/documents/?docid=113&public=true
APSU Policy 2:051	https://apsu.policytech.com/dotNet/documents/?docid=113&public=true
APSU Policy 2:052	https://apsu.policytech.com/dotNet/documents/?docid=114&public=true
Instructional Workload Guidelines for Full-time And Adjunct Faculty	2:046 Attachment Instructional Workload Guidelines for Full-Time and Adjunct Faculty
Reassigned Time Request Form	2:046 Attachment Reassigned Time Request Form

Revision Dates

APSU Policy 2:046 – Rev.: May 25, 2022
 APSU Policy 2:046 (previously 5:015) – Rev.: March 8, 2017
 APSU Policy 2:046 – Rev.: October 21, 2011
 APSU Policy 2:046 – Issued: April 1, 2011

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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Approved

President: signature on file
