

## COLLEGE OF BUSINESS ADMINISTRATION

### MISSOURI STATE UNIVERSITY

#### Workload Guidelines

Beyond teaching, expected faculty workloads for faculty with standard appointments involve significant responsibilities for research and service. Accordingly, average departmental teaching loads for full-time faculty should approximate 18 equated hours per academic year, and no faculty should be expected to teach more than 24 equated hours per academic year. (MSU Faculty Handbook, Section 4.5.1)

Consistent with this policy, academic loads for faculty may be adjusted on an individual basis. Reassigned time for faculty may be available for research, service and administrative activities. All requests for reassigned time should be made to the appropriate department head with approval from the dean.

To promote greater involvement in scholarly productivity beyond those activities directly associated with teaching, COBA tenure track faculty who meet the College's Scholarly Productivity Guidelines (see attached document) will be assigned a nine-hour equated teaching load per semester. Newly-appointed tenure track faculty will normally be assigned a nine-hour equated teaching load for a period sufficient (maximum of three years) to develop a scholarly productivity record. Tenure track faculty whose scholarly output is below the COBA scholarly guidelines, will be assigned a 12-hour equated load.

Factors such as departmental needs, special assignments, area of specialty, number of preparations, number of students taught, as well as assignment to teach graduate-level courses, may influence the teaching load assigned to a faculty member. Meeting the scholarly productivity guidelines does not represent an automatic assignment of a nine-credit teaching load. All non-tenure track full-time faculty are expected to teach 12 credit hours per semester as well as conduct a moderate amount of scholarly and service activity.

Department heads, in consultation with the dean, are responsible for establishing the teaching load for each faculty member, and for managing the overall department workload in compliance with COBA and University guidelines.

Only faculty who have met the COBA Scholarly Productivity Guidelines and who are teaching a full equated load are eligible to teach on an overload basis. All overload teaching is voluntary. Compensation for faculty who accept overload teaching assignments to assist in emergency situations are normally compensated at a rate of 2 ½ percent per credit hour. Compensation at a rate different from this amount may be negotiated in special circumstances subject to approval of the dean. Teaching at non-MSU institutions requires approval of the department head, dean and provost.