

### College of Education Standard Teaching Loads

- Instructors: 12-15 credit hours per semester
- **Ranked (untenured and tenured) professors: 9 credit hours per semester is typical for CLSE, CEFS, RFT**

### Eligible Activities (all three departments)

- Research/creative activity
  - Grant development/implementation
- Administrative/outreach responsibilities
  - Program coordinator
- Extraordinary service responsibilities
  - NCATE coordination
  - Student teaching/ portfolio supervision

D R A F T

### Application Process

- Faculty request reassigned time during annual workload negotiations with *department heads and program coordinators*.
- Heads notify faculty in writing regarding workload negotiation, including reassigned time.
- If unexpected circumstances arise, requests for reassigned time may be considered at times other than during the annual workload negotiation.

### Criteria for Granting and/or Renewing Reassigned Time

- Progress/performance is assessed during annual workload negotiations.
- Criteria for progress/performance are governed by departments' promotion, tenure and reappointment policies, departmental merit evaluation policies, and evaluations by departmental committees and/or department heads. Department heads and program coordinators are encouraged to provide 9 hours or less to faculty members who are actively engaging in research endeavors and/or pursuing eligibility for university tenure and promotion.

### College of Education Overload Assignment Policy

Under typical circumstances faculty receiving reassigned time (i.e., teaching fewer than 9 equated hours) are not eligible for overload compensation. An "overload" assumes the faculty member already has a full teaching load of 9 equated hours. In exceptional cases department heads may recommend to the dean that an individual teaching fewer than 9 equated hours receive compensation for an additional teaching assignment. In such cases at least two criteria must be met: (1) the additional assignment is to meet critical, short-term program needs, and (2) there is compelling evidence that the faculty member can and will make full and productive use of the retained reassigned time. Overload assignments are assumed to be voluntary, although faculty members are urged to seek the greater good of their programs in taking on additional assignments.

When paid by the college the typical overload compensation is \$2400 per three credit hour course (or the equivalent). Compensation greater or less than this amount may be negotiated in special individual circumstances, subject to approval by the dean.

Compensation paid by units external to the college is determined by agreements negotiated among the external unit and the individual faculty member in consultation with the department head and dean.

DRAFT