

FACULTY HANDBOOK REVISION COMMITTEE

New paragraph for Section 8: Professional Issues

8.2 Disability Accommodation and Accessibility

Faculty at Missouri State University have the responsibility to support the university's efforts to increase the accessibility of university programs and prevent discrimination of students with a disability. University Faculty satisfy this responsibility by: informing all students of the appropriate procedures for receiving disability accommodations; creating instructional course content consistent with the university's accessibility guidelines; implementing any reasonable accommodations identified by the university in their assigned courses; maintaining appropriate confidentiality of records and communication concerning students with disabilities; and supporting the university's policies and procedures designed to further the university commitment to non-discrimination by eliminating barriers to access. The university will provide support and resources for faculty implementing these responsibilities.

Faculty must work directly with the University's Disability Resource Center, rather than the student, on any concerns that an identified accommodation may substantially alter an essential element of their course or program. Faculty may not unilaterally deny an accommodation approved through the University's accommodation procedures.

FACULTY HANDBOOK REVISION COMMITTEE

4.5.1 Teaching

4.5.1.1 Teaching Loads

Workloads for tenure-track faculty with standard appointments involve significant responsibilities for Research and Service in addition to Teaching responsibilities. Accordingly, average department Teaching loads for full-time research-active 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. Annual Teaching loads should typically be 24 equated hours per academic year for full-time Instructors with normal service loads, and up to 30 equated hours per academic year for full-time Instructors with little or no Service expectation. Teaching assignments for Clinical and Research faculty will vary depending on details of their appointments. [See OP3.33.](#)

GLOSSARY (Definitions are directly from OP3.33 with the exception of “Overload”)

Equated Hours: Refers to both credit hours of teaching and to time assigned to activities that are equivalent to credit hours of teaching. The work involved in any activity worth three equated hours will have been determined to be equivalent to the work involved in having sole responsibility for instructing a one semester non-laboratory three-hour undergraduate class with enrollment at typical numbers or with responsibilities that do not significantly increase normal workload.

Standard Workload: 24 equated hours across an academic year (Fall and Spring) with the exception of instructors without a service component and research-active faculty. For research-active faculty, “standard workload” should approximate 18 equated hours across an academic year (Fall and Spring), subject to college-specific guidelines. The conceptual framework for this standard workload is a total workload of 30 equated hours with six equated hours being allocated for maintaining currency in one’s field, advising duties, and normal

department, college, and University service activities. The reference to standard workload in this policy is only applicable to nine month academic appointments.

Overload: Determined by evaluating the workload assigned to a faculty member in relation to the standard workload as configured for that faculty member. Thus, if a faculty member with a typical teaching load of 18 equated hours per academic year is asked to teach additional coursework during a semester, then upon discussion with the Department Head/Director, that faculty member's workload might be considered overloaded. However, even within a department all courses are not automatically equal.

Note: Pending approval of the Senate, the change in wording for "Overload" will go to the Administrative Council for approval of a policy change.

FACULTY HANDBOOK REVISION COMMITTEE

New term to be added to the Faculty Handbook Glossary

Research-active: Research-active is a status defined in the workload policy of each individual department and/or college that impacts teaching assignment.