# Proposed revisions to procedure: <https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/teaching-load>

# UNC CHARLOTTE ACADEMIC PROCEDURE: FACULTY WORKLOAD

### **I. Executive Summary**

The UNC System Policy on Faculty Workload ([UNC Policy Manual 400.3.4](https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=185)) and its associated Regulation 400.3.4[R] require all UNC institutions to develop and implement policies and procedures to establish, publish, and monitor specific academic unit workload requirements. UNC Policy 400.3.4 assigns all full-time faculty in the UNC system responsibility for a 1.0 Full-Time Equivalency (defined as 24 credit hours or contact hour equivalents per academic year, along with other routinely expected faculty duties) workload. Appointments of 9-months’ duration or longer, with an assignment meeting the institution’s definition of 1.0 FTE, are considered full-time. Routinely expected faculty duties are defined in the policy as advising, committee work, and professional development.

It is common practice in universities to vary teaching loads for individual faculty in order to meet institutional goals. The System Policy allows for differential teaching loads based on individual faculty contributions, as identified in the faculty member’s annual work plan. The purpose of UNC Charlotte’s Faculty Workload procedure is to establish an institutional policy in compliance with UNC Policy 400.3.4 and Regulation 400.3.4[R] by providing guidance on how faculty workloads may be differentiated to address the different facets of our institutional mission.

### **II. Procedure Statement**

This procedure applies to all full-time members of the faculty who have been appointed for longer than one year, including those with Special Faculty Appointments as defined in [UNC Charlotte Academic Procedure: Special Faculty Appointments](https://provost.charlotte.edu/policies-procedures/academic-policies-and-procedures/special-faculty-appointments). Research faculty paid from non-state sources are excluded from the requirements of this procedure. The FTE teaching load requirement is 24 credit hours (or equivalent contact hours) per academic year. Faculty teaching load includes both graduate and undergraduate instruction. The period of measurement for application of this workload procedure is the academic year and does not include summer terms.

**III. Workload Principles:**

1. It is UNC Charlotte’s responsibility to offer high quality, accessible instruction to our students. Teaching loads must be assigned to ensure the availability of courses that will allow our students to meet the requirements for graduation in a timely manner.
2. Variations in teaching load must be administered fairly, consistent with general standards of faculty productivity, and standards for faculty rank.
3. A teaching load of 24 credit hours (or equivalent contact hours) per academic year, along with routinely expected faculty duties such as service and professional development together constitute a full workload and a 1.0 FTE appointment.

**IV. Criteria for differential teaching loads for individual faculty:**

1. [UNC Policy Manual 400.3.4](http://www.northcarolina.edu/apps/policy/index.php?pg=vs&id=14487&added=1) identifies acceptable justifications for differential teaching loads. Teaching loads may be increased or decreased depending on the responsibilities and performance of an individual faculty member.
   1. Teaching loads exceeding 24 credit hours per year may be assigned to faculty whose primary responsibility is in undergraduate teaching and advising.
   2. Assignments of fewer than 24 credit hours per year must reflect an expectation of additional contributions which may include but are not limited to: strong ongoing contributions to the university’s research mission, a heavy commitment to graduate education, significant administrative responsibility, significant grant activity, and/or significant advising load.
2. Colleges must establish typical percentages for teaching, research/creative activity, and service for each academic unit; define teaching, research/creative activity and service for their college; and establish guidelines under which deviations from the typical percentages may be approved within the college. The established percentages should define the correspondence between credit hours (or contact hour equivalents) and the percentage of time devoted to teaching.
3. In making teaching assignments, department chairs may consider time needed by new untenured tenure-track assistant professors to establish courses and research programs prior to earning tenure.
4. Buyouts of teaching time through extramural grants and contracts are encouraged, but full-time faculty may not reduce their teaching load below 6 credits (or contact hour equivalents) per year through extramural grant and contract related buyouts.
5. Emergencies, sudden increases in demand, or other factors may require that faculty occasionally teach courses in excess of their assigned load, generally referred to as an overload. Analogously, there may be a sudden decrease in demand which causes a course to be canceled and the corresponding teaching load moved to a subsequent semester. Courses taught as overloads are typically limited to one per semester. Additional pay for overload teaching during the regular term is subject to [University Policy 101.15, Additional Compensation for Professional Services to the University](http://legal.charlotte.edu/policies/up-101.15), and may be used in those cases in which it is not possible to provide an adjustment in teaching load within the next two regular semesters. Additional pay for overload teaching requires approval of the dean.

**V.** **Responsibilities:**

In conjunction with the dean, departments are responsible for determining normal expectations for course structure, enrollments, research productivity, and engagement in graduate education, and ensuring that faculty meet those expectations. Changes in career trajectories should be assessed during the [annual review](https://provost.charlotte.edu/academic-budget-personnel/handbook/b-annual-review) with teaching load adjusted when there is a change from the normal expectations. Annual work plans aligned with institutional mission that articulate workload expectations for each faculty member are to be completed during the annual review process. Each workload plan should include the number of credit hours to be taught by a faculty member for the upcoming academic year and the percentage of time committed to each of the following individual categories: teaching, research, and service) consistent with college-defined expectations. Annual work plans should provide clear linkage between the annual plan and work toward evaluations. Departments are responsible for documenting the agreed upon deliverables and expectations of annual work plans, the process of evaluation regarding the productivity of the faculty member, and the outcomes if expectations are not met.

Reassignments of duties must take into consideration the availability of other faculty to assume the teaching load of the reassigned faculty.

Just as individual faculty may have teaching loads differentiated based on their contributions to the University, departments may also play different roles in advancing the mission of the institution. College deans may approve variations in teaching loads for all faculty to reflect mission emphasis and to take into account other factors such as disciplinary differences in modes of instruction, team teaching, participation in interdisciplinary instruction, the mix of tenure line and non-tenure line positions, or the availability of teaching assistants in alignment with UNC system policy.

**VI. Training:**

The Office of Academic Affairs will provide training on workload policies for all department chairs, school directors, associate deans and deans who review faculty workload plans or develop or revise workload procedures.

**VII. Reporting:**

To ensure that the institution meets the standard set by the Board of Governors, the Office of Academic Affairs will monitor teaching loads annually, including independent study courses (in compliance with [UNC Charlotte Guidelines for Undergraduate Independent Study](https://provost.charlotte.edu/policies/undergraduate-independent-study)), overloads (in compliance with [University Policy 101.15, Additional Compensation for Professional Services to the University](http://legal.charlotte.edu/policies/up-101.15)), and workloads.. The dean is responsible for certifying to the Provost assigned workload and percentage of faculty time dedicated to teaching, research/creative activities and service over the calendar year, and articulating the workload and percentage of faculty time in each faculty member’s annual review letter. The Provost will review all reports to ensure that instructional productivity is at acceptable levels and the institution will compile an annual report of faculty activity to be presented to the Board of Trustees in accordance with UNC system policy.