

Memo to: All UH-Downtown/PS Holders

From: Max Castillo, President

Subject: Faculty Teaching Workload

UH-Downtown/PS 10.A.04

Issue No. 4

Effective date: 1/1/07

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1. PURPOSE

This PS defines the policy for faculty teaching workload at the University of Houston-Downtown.

2. DEFINITIONS

2.1 The term, "year," unless otherwise specified in this PS, means the 9-month academic year.

3. POLICY/PROCEDURES

3.1 Scope

The policy defined in this PS applies only to full-time tenured or tenure-track faculty members and only to the part of the year included in the 9-month academic year that encompasses two long semesters.

3.2 Principles

This policy is intended to facilitate more effective teaching, increased professional development, improved academic quality, and appropriate response to enrollment growth. Department chairs will regularly monitor each faculty member's teaching load to ensure its consistency with sound pedagogical practices and the best interests of the department and the university.

3.3 Policy

3.3.1 The standard workload for the faculty during each long semester is twelve semester credit hours of classroom instruction or the equivalent. In addition, faculty are expected to maintain scheduled office hours, perform other course-related activities, be involved in shared governance activities, provide service to the profession and the community within their areas of expertise, and engage in research and other creative activities.

3.3.2 Graduate semester hours shall count as 1.5 undergraduate semester hours in determining teaching load.

3.3.3 Workload adjustments to balance "half-course" credits, as for graduate teaching, shall either be banked until a full credit is earned or may be paid out as an overload if the faculty member should request overload pay. To consider departmental needs, the timing of a workload adjustment should be approved by the department chair but credited within two calendar years from the time the full credit is

earned.

3.3.4 Only with the approval of the president may full-time tenured or tenure-track faculty members who are not department chairs teach fewer than nine semester hours or equivalent each long semester.

3.4 Adjustments and Exceptions to Policy

Adjustments and exceptions to this policy provide for other than the standard teaching workload in particular situations. Where such adjustments and exceptions result in less than the standard teaching workload, such reduction shall be referred to as "reassigned time." The following adjustments are current university-wide policy; however, other adjustments and exceptions may exist or be approved according to the bases indicated in the following section.

3.4.1 The teaching load for department chairs is nine (9) semester hours or equivalent per year.

3.4.2 The cumulative supervision of directed study for 10 students shall count three (3) semester hours in determining the faculty member's workload or to be paid out as an overload if the faculty member prefers. To be credited, all such studies should follow the requirements of the Directed Studies Policy (03.A.17), including requirements for necessary approvals and documentation.

3.4.3 Adjustments and exceptions to this policy may include other duties as assigned or approved by the department chair, the dean, and the Vice President for Academic Affairs.

4. REVIEW AND RESPONSIBILITIES

Responsible Party (Reviewer): President

Review: Biannually

Signed original on file in Employment Services and Operations.

Policy History

Issue #3: 3/1/86