

### **Load Policy for Full-time Faculty**

Teaching is the first and basic responsibility of the faculty. Each faculty member is responsible for the content and quality of course(s) they offer, consistent with the common course syllabus.

Non-teaching duties for which faculty are responsible may include but are not limited to: advising; participation on committees; sponsoring all college-related academic and non-academic groups; chaperoning as agreed upon; supporting institutional recruiting efforts; tutoring; attending administratively designated activities (e.g. graduation); working on special projects approved by the administration; providing institutional resources.

Full-time Load – An average of 15 credit hours (or the equivalent) per semester, a total of 30 credit hours (or the equivalent) per academic year. Reduced teaching loads for specific assignments may be approved by the chief academic officer.

Overload – Teaching loads in excess of 30 credit hours or the equivalent each academic year.

Underload – Teaching loads less than 30 credit hours or the equivalent each academic year.

Adoption Date: 05-16-2018  
Review Dates  
Revision Dates