

APPENDIX N

FACULTY LOAD CREDIT POLICIES

1. Twenty-seven hours of faculty load credit will be considered the normal annual load. (Every third year faculty will receive three hours faculty load credit for an approved faculty development project.)
2. Faculty who have more than twenty-seven load credit hours will be compensated for all load credit hours over the normal twenty-seven hour load.
3. No distinction will be made in load calculation between evening and day classes.
4. Faculty load credit for team-taught classes will be equally divided between (among) faculty teaching the course unless other prior arrangements are made through the appropriate Dean (Deans) and Vice President for Academic Affairs.
5. Faculty load credit for Western Civilization courses which are team-taught will be six hours for each of the two faculty members as long as the average enrollment for all Western Civilization sections taught during the year remains above fifty.
6. Faculty load credit for the supervision of student teachers will be 0.5 hour per student teacher. If more than one faculty member supervises a student teacher, the 0.5 hour of load credit will be divided proportionately between (among) the faculty supervisors.
7. Faculty load credit for serving on entry-year committees for the State Department of Education will be 0.5 hour of load credit for each committee per semester.
8. Faculty load credit for the supervision of internships will be 0.2 hour per intern.
9. Faculty load credit for arranged courses and independent study courses will be as follows: 0.4 hour of faculty load credit for a four hour course; 0.3 hour of faculty load credit for a three hour course; 0.2 hour of faculty load credit for two hour course; and 0.1 hour of faculty load credit for a one hour course. All arranged courses and independent studies must have prior approval of the appropriate dean in order for the faculty member to receive faculty load credit.
10. Faculty load credit for supervising lab experiences will be 0.5 hour per hour of contact time.
11. Faculty load credit for courses which meet twice per week but carry one student hour credit will be 1.5 hours per course.
12. Faculty members who are scheduled for faculty development during the January Term will not be permitted to teach during January Term as an overload unless This approval

will be granted only under extreme conditions.

13. The faculty member serving as Chairman of the Faculty Development will receive three hours of faculty load credit per semester (six hours of faculty load credit per academic year).
14. Division chairs in the College of Arts and Sciences will receive three hours of faculty load credit per semester (six hours of faculty load credit per academic year) for administrative duties.
15. Academic deans are normally expected to carry six faculty load credit hours per semester load credit will be given for major responsibilities off-campus. Vice Presidents may teach with the approval of the President.
16. Under no circumstances will a faculty member be allowed to carry an overload of more than four faculty load credit hours per semester or an overload of more than six faculty load credit hours per academic year.
17. When computing faculty overload compensation, courses with five or more students enrolled will be given full faculty load credit. Compensation for courses with fewer than five students enrolled will be prorated as follows: 0.2 of the normal compensation for one student; 0.4 of the normal compensation for two students; 0.6 of the normal compensation for three students; and 0.8 of the normal compensation for four students.
18. Faculty members with more than 420 student credit hours per semester will be given one hour of faculty load credit for each additional 60 student credit hours.
19. In addition to the preceding policies, faculty load credit for the School of Nursing will be calculated as follows:
 - A. Faculty load credit for teaching clinical courses will be 0.5 hour of faculty load credit per hour of contact time.
 - B. Faculty load credit for assigning students to patients and for supervising patient care in clinical courses will be 0.2 hour per student.
 - C. Faculty engaged in clinical practice as a part of their University contract will receive 0.25 hour of faculty load credit per hour of contact time in the clinical agency.
 - D. Faculty load credit for the supervision of RN's enrolled in clinical course specifically designated for flex-tract students (z sections) will be 0.2 hour of faculty load credit per student.
 - E. Faculty assignments within the School of Nursing will receive faculty load credit as follows: Team Leader - 1.5 hours; Coordinator of Flex-Tract - 1.5 hours; Curriculum Coordinator - 1.5 hours.
20. In addition to the preceding policies, faculty load credit for the College of Fine Arts will be calculated as follows:
 - A. Touring ensembles meeting four days per week will receive 4 faculty load credit hours.

- B. Small ensembles receive one hour of faculty load credit.
 - C. Theory and sight-singing/ear training classes meet five days per week and receive 4.67 faculty load credit hours. Theory labs receive .33 faculty load credit hours.
 - D. Private lessons receive $\frac{2}{3}$'s of contact time (one hour lessons equals .67 hour of faculty load credit).
 - E. Freshman voice classes meet three days per week and receive 2 faculty load credit hours.
 - F. Class piano receives 1.5 hours of faculty load credit for two meetings per week.
 - G. Faculty load credit for art classes is 1 hour plus .33 hour per student up to the number of student credit hours given for the course.
 - H. Faculty serving as coordinators for Theory-Composition, Music Education, Voice, Keyboard, Instrumental Music, Church Music and Class Piano receive .67 hour of faculty load credit per semester or 1.33 hours of faculty load credit per year.
21. Faculty with assignments outside of teaching will have the following annual teaching loads:
- Bison Advisor -- 21 hours
 - Director of Coop Program -- 15 hours
 - Director of Field Experiences for Teacher Ed -- 15 hours
 - Director of In service Guidance for School of Christian Service -- 21 hours
 - Director of Sarkey's Telecommunication Center -- 18 hours
 - Softball Coach -- 21 hours
 - Theatre Director -- 21 hours
 - Track/Cross Country Coach -- 18 hours
 - Yahnseh Advisor -- 21 hours
22. Faculty with administrative contracts who have teaching responsibilities will have the following annual teaching loads:
- Director of the Noble Complex -- 12 hours
 - Head Baseball Coach -- 12 hours
 - Head Men's Basketball Coach -- 12 hours
 - Head Women's Basketball Coach -- 12 hours