

**Austin Peay State  
University**

**Faculty Workload**

**POLICIES**

**Issued:** March 8, 2017

**Responsible Official:** Provost and Senior Vice President for Academic Affairs

**Responsible Office:** Academic Affairs

**Policy Statement**

It is the policy of Austin Peay State University to ensure quality instruction and allows for the equitable assignment of teaching duties.

**Purpose**

This policy sets the guidelines for the assignment of faculty work load.

**Contents**

**Procedures**

- General Statement
- Workload Calculations and Overloads
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**Links**

- [-APSU Policy 2:048](#)
- APSU Policy 2:062
- APSU Policy 2:063
- APSU Policy 2:051
- APSU Policy 2:052

**Procedures**

**General Statement**

The standard workload for all faculty at Austin Peay State University is 15 work load credits per semester with exceptions in certain programs. For tenure track and tenured faculty, [typically 12 credits are assigned for teaching \(i.e., Teaching Load Credit - TLC\) and three \(3\) ~~approximately three \(3\) work load~~](#)

## Workload Calculation and Overloads

credits ~~typically~~ are assigned for creative and scholarly activity, academic advisement, and committee and service responsibilities (i.e., referred to as ARC).

The agreed-upon faculty workload will typically set limits on the expected activities of an individual faculty member. The semester workload credit (WLC) should be calculated as follows:

- 1) Calculate the Teaching Load Credit (TLC) subtotal per this policy. ~~Work Load Credit (WLC) per this policy. This number represents the teaching load credit sub-total of the workload credit. Round any subtotals to the nearest integer or integer plus one half. Calculations beyond this precision reflect a precision that is not generally realistic.~~
- 2) Add any WLC associated with reassigned time.
- 3) For tenure track and tenured faculty, upon the approval of the department chair and the dean, the standard three (3) ~~work load~~ credits typically assigned for creative and scholarly activity, academic advisement, and committee and service responsibilities (ARC) can be adjusted in the range 3-6 ~~in order to provide a full 15 WLC assignment~~ based on anticipated and intentionally determined non-teaching activities established prior to the beginning of a semester. ARC adjustments should not be implemented as a means for offsetting under enrolled courses or insufficient faculty workloads.
- 4) Add TLC, ARC, and any reassigned time to find total WLC. Partial numbers should be ~~Once the workload credit for creative and scholarly activity, academic advisement, and committee and service responsibilities is added and the total exceeds 15 WLC, then the number should be rounded down to the nearest integer or integer plus one half.~~
- 5) In rare instances, a faculty member may be asked to assume an additional course or responsibility above the workload agreed upon by the Dean, chair, and faculty member. In such cases the faculty member will be compensated with ~~overload pay~~ overload compensation (as outlined in Policy 2:048 and within the guidelines established annually by the Provost) or given equivalent release via the preferred ~~the practice of~~ smoothing. ~~See Appendix 1 for sample calculations.~~

## Reassigned Time

Consideration for reassigned time will be given for up to ten (10) percent of the assignable time of a college (exclusive of departmental chairs), during any semester. Assignment to these identified reassigned activities for teaching load credit must be

approved by the Provost for the semester during which the teaching load credit is to be assigned. Appropriate forms must be filed with the Academic Affairs Office. Faculty with reassigned time are not eligible for overload compensation. The preferred practice of smoothing should be implemented. Exceptions to this require the approval of the Provost. ~~-beyond 1 WLC per semester.~~

**Summer Session  
And Intersession  
-Teaching**

Policy 2:048 addresses Summer Session(s) and Intersession teaching assignments and compensation. ~~-and/or intersession Faculty members are not guaranteed teaching opportunities during the summer. The maximum summer teaching assignment is 10.5 WLC for compensation purposes. Upon approval of the chair and consent of the faculty member, assignments in excess of 10.5 may be made but will not increase summer teaching compensation.-~~

ADJUSTMENTS TO ~~WORK~~TEACHING LOAD CREDIT  
For classes with low enrollment the chair will appropriately prorate the WLC downward. The Provost will provide a procedural definition of low enrolled classes ~~-~~annually.

For classes taught using an academic coach model or other instructional assistance for the instructor of record, the chair will appropriately adjust the ~~W~~TLC downward. The Provost will provide procedural guidance on the level of adjustment.

**Links**

**APSU Policy 2:062**

<https://www.apsu.edu/policy/policy-academic-tenure-2062>

**APSU Policy 2:063**

<https://www.apsu.edu/policy/policy-academic-promotion-2063>

**APSU Policy 2:051**

<https://www.apsu.edu/policy/faculty-appointments-2051>

**APSU Policy 2:052**

<https://www.apsu.edu/policy/academic-freedom-and-responsibility-2052>

**Instructional Workload  
Guidelines for Full-time  
And Adjunct Faculty**

[2:046 Attachment Instructional Workload Guidelines for Full-Time and Adjunct Faculty](#)

**Reassigned Time Request  
Form**

[2:046 Attachment Reassigned Time Request Form](#)

**Revision Dates**

APSU Policy 2:046 (previously 5:015) – Rev.: March 8, 2017  
APSU Policy 2:046 – Rev.: October 21, 2011  
APSU Policy 2:046 – Issued: April 1, 2011

**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		

**Approved**

President: signature on file

**APPENDIX A—WLC of Performance Courses in Department of Music**

<b>Course No.</b>	<b>COURSE NAME</b>	<b>SCH</b>	<b>CH</b>	<b>TLC (SCH + CH) / 2</b>
MUS 1160	Class Piano I	1	2	1.5
MUS 1169	Piano for Adult Beginners	1	2	1.5
MUS 1170	Class Piano I	1	2	1.5
MUS 1185	Aural Skills I	1	2	1.5
MUS 1195	Aural Skills II	1	2	1.5
MUS 1210	Class Guitar	1	2	1.5
MUS 1250	Class Voice	1	2	1.5
MUS 1270	Alexander Technique	1	2	1.5
MUS 1700	Accompanying	1	2	1.5
MUS 2160	Class Piano II	1	2	1.5
MUS 2170	Class Piano II	1	2	1.5
MUS 2185	Aural Skills III	1	2	1.5
MUS 2195	Aural Skills IV	1	2	1.5
	Foundations of Music			
MUS 2240	Education	2	3	2.5
MUS 3140	Intro Jazz Harmony	2	3	2.5
	Jazz Harmony Performance			
MUS 3141		1	2	1.5
MUS 3700	Accompanying	1	2	1.5
MUS 3800	Basic Conducting	2	3	2.5
MUS 3810	Choral Conducting	2	3	2.5
MUS 3820	Instrumental Conducting	2	3	2.5
MUS 3890	Brass Group Instruction	2	3	2.5
	Percussion Group			
MUS 3900	Instruction	2	3	2.5
MUS 4522	Italian Diction	1	2	1.5
MUS 4523	German Diction	1	2	1.5
MUS 4524	French Diction	1	2	1.5
MUS 4525	Latin/English Diction	1	2	1.5
	Woodwind Group			
	Instruction—Double			
MUS 4790	Reed/Flute	1	2	1.5
	Woodwind Group			
MUS 4800	Instruction—Single Reed	1	2	1.5
MUS 4810	Orchestration	2	3	2.5
MUS 4890	String Group Instruction	2	3	2.5
MUS 5522	Italian Diction	1	2	1.5
MUS 5523	German Diction	1	2	1.5
MUS 5524	French Diction	1	2	1.5
MUS 5700	Accompanying	1	2	1.5
MUS 5800	Advanced Conducting	3	3	3

**APPENDIX B**

**How to round TLC to nearest integer or integer plus one half:**

~~————10.76-11.25=11~~

~~————11.26-11.75=11.5~~

~~11.76-12.25=12~~

~~12.26-12.75=12.5~~

~~Etc....~~

~~Example 1: Professor X has a teaching load raw TLC of 10.75. This rounds to 10.5 TLC.~~

~~She has a reassigned time of 1 WLC to work on a critical SACS issue for this semester.~~

~~This brings her subtotal to 11.5 WLC. The chair assigns her 3.5 WLC for advising, research and service, bringing her total WLC to 15.~~

~~Example 2: Professor Y has a teaching load raw TLC of 11.33. This rounds to 11.5 TLC.~~

~~This brings his subtotal to 11.5 WLC. The chair assigns him 3.5 WLC for advising, research and service, bringing his total WLC~~

~~Example 3: Professor Z has a teaching load raw TLC of 10.5.~~

~~The chair assigns him 4.5 WLC for advising, research and service, bringing his total WLC to 15.~~

~~Example 4: During the fall semester, Professor W has a teaching load raw TLC of 13 with 3TLC for advising, research and service, bringing her total to 16 TLC for the fall. In the coming spring semester, the chair assigns her a teaching load raw TLC of 11 and 3TLC for advising, research, and service. This brings her total TLC for the academic year to 30 WLC.~~