

POLICIES

Issued: March 8, 2017

Responsible Provost and Vice President for Academic

Official: 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.

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- APSU Policy 2:062
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- APSU Policy 2:051
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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 approximately three (3) work load credits typically are assigned for creative and scholarly activity, academic advisement, and committee and service responsibilities.

Workload Calculation and Overloads

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

- 1) Calculate the 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 can be adjusted in the range 3-6 in order to provide a full 15 WLC assignment.
- 4) 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 or given equivalent release (i.e. smoothing).
- 6) 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 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 beyond 1 WLC per semester.

Summer Teaching

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 WORKLOAD 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.

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

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>1. Lecture</p> <p>X = # of Student Credit Hours</p> <p>Class size 60 or fewer students</p> <p>Class size >60 students</p> <p>Academic departments/units will determine the appropriate class size for online, on-ground, and/or hybrid course offerings.</p>	<p>X</p> <p>X</p>	<p>X</p> <p>X+1</p>
<p>2. Laboratory</p> <p>For lower division labs, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits.</p> <p>Example: $(1 + 3) \div 2 = 2$</p> <p>All upper division labs will use the following formula: $(\text{student credit hours} + \text{contact hours} + 1) \div 2 = \text{teaching load credit}$.</p> <p>Example: $(1 + 3 + 1) \div 2 = 2.5$</p>		
<p>3. Activity courses (Physical Education, etc.)</p> <p>For activity courses, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits.</p> <p>Example: $(1 + 2) \div 2 = 1.5$</p>		

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>4. Special Problems, Independent Study, or Individual Study</p> <p> a. Non-Lab Classes</p> <p> Per student – Undergraduate</p> <p> Per student – Graduate</p> <p> b. Lab Classes (as specified in the University Bulletin)</p> <p>Note: The maximum work load credit an instructor may earn under section 5 per semester is three.</p>	<p>1</p> <p>1</p> <p>1</p>	<p>1/9</p> <p>1/6</p> <p>1/3</p>
<p>5. Supervision</p> <p>Supervision of individual students who are taking 15 credit hours in practice teaching, other practica, and internships. The maximum work load credits an instructor may earn per semester are 12, regardless of the number of students being supervised.</p> <p><u>Practica</u></p> <p>Supervision of student practica in such areas as counseling, individual and group testing, and clinical practice, where the student commitment is for 3 units of credit.</p> <p><u>Social Work Field Instruction</u></p> <p>Students work in a social service agency at least 8 hours per day, four days per week, for 15 weeks and receive 12 student credit hours.</p> <p><u>Clinical Supervision of Teacher Candidates</u></p> <p>Clinical supervision of teacher candidates in a public school-based setting which totals at least 36 contact hours.</p>	<p>3</p> <p>3</p> <p>4</p>	<p>.75 per student</p> <p>1</p> <p>.</p> <p>.75 per student</p> <p>4</p> <p>5</p>
<p>6. Music</p> <p><u>Individual Instruction</u></p> <p>One contact hour individual lessons shall be assigned 2/3 (.667) work load credit, and half contact hour</p>		

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>lessons shall be assigned 1/3 (.333) work load credit toward the instructional load assignment.</p> <p><u>Ensembles</u> <i>NOTE: Multiple undergraduate courses and/or sections held at the same hour will receive workload credit for just one section. Undergraduate-graduate sections taught at the same hour follow the calculation for dual-listed courses in Item #11.</i></p> <p>Principal Ensembles (orchestra, choir, symphonic band / wind ensemble, and chamber singers) together with Opera Workshop, Guitar Ensemble, Jazz combo, Jazz Collegians, and Percussion Ensembles shall have WLC equal to contact hours to a maximum of three.</p> <p>All ensembles not listed above shall have WLC equal to the formula (student credit hours + contact hours) ÷ 2, to a maximum of two WLC.</p> <p>Director of Bands, Director of Choral Activities, and Director of Orchestras receive an annual stipend to coordinate and oversee recruitment and outreach activities for their respective areas.</p> <p><u>Performance Courses</u> No WLC will be given for recitals offered on a zero-credit basis. When students enroll in Junior and Senior Recitals (MUS 3950, 4930) on a credit basis, those recitals shall have WLC granted at the rate of 1/3 (.333) per student. When students enroll in Graduate Recital (MUS 5930) on a credit basis, those recitals shall have WLC granted at the rate of 2/3 (.667) per student.</p> <p>For all other performances courses (as listed in Appendix A), add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of work load credits.</p>		

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
Example: $(1 + 2) \div 2 = 1.5$		
<p>7. Art</p> <p><u>Studio Courses</u> For studio courses that meet 6 hours per week, instructors will receive 4 work load credits.</p>		
<p>8. Theatre and Dance</p> <p>For 2 SCH dance technique studio courses that meet 3 hours per week, the instructors will receive 3 work load credits.</p>		
<p>9. Clinical Instruction</p> <p>Nursing Lab (NL) Nursing clinical instructors in university lab settings should receive WLC's per clinical group and shall be the same as upper division labs calculated as follows: $(\text{Student credit hour} + \text{contact hours} + 1) \div 2$</p> <p>Nursing Clinical Instruction Clinical instructors receive 0.75 work load credits for each contact hour (2 contact hours = 1 Student credit hour) NCD- Direct Instructors who supervise students in direct patient care settings will consist of 6-8 students per faculty group.</p> <p>Nursing Practicum Preceptor-based Clinics Preceptor-based clinics involve a maximum of 40 students and result in 3 WLC/Semester Hour.</p> <p>Nursing Workload Guidelines The nursing workload is a collegial decision between faculty, director, and the clinical agency involved. In cases where there are variations in the</p>		

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>clinical group numbers through no fault of the instructor (unequal group numbers) allocation of WLC will be at the discretion of the director with the approval of the Dean.</p> <p>Radiologic Technology Clinics Instructional load credit for Radiologic Technology Clinics will be equal to two times the student credit hours of the course. Supervision of the Radiologic Laboratory Internships will be included as part of the administrative duties of the Director of the Rad Tech program, the department chair, or his or her faculty designee and will be awarded .75 WLC credit. (<i>RLTN 4084A/B</i>)</p> <p>Medical Laboratory Science Clinics Instructional load credit for supervision of Medical Laboratory Science Clinics will be equivalent to the student credit hours of the course.</p>		
<p>10. Graduate Instruction</p> <p>Regular graduate faculty who are teaching graduate lecture courses will receive the following work load credit:</p> <p>For one three credit hour graduate course 4 For one four credit hour graduate course: 5</p> <p>Thesis or Dissertation Direction: Per Thesis or Dissertation/Per Student 1 Graduate Research Paper: Per Paper/Per Student 1/3 EDS Field Study: Per Report/Per Student 1</p>		
<p>11. Dual-Listed Graduate-Undergraduate Courses</p> <p>A dual-listed graduate-undergraduate course with seven (7) or more students enrolled in the graduate section will result in four (4) WLC for the faculty member for a</p>		

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY		
Type of Instruction	Student Credit Hours	Teaching Load Credits
three (3) SCH course. In a dual-listed course that has fewer than 7 graduate students, the WLC will be 3.		
<p>11 Adjunct/Overload Instruction</p> <p>For adjunct/overload instruction, when contact hours do not equal student credit hours, work load credit will be calculated in the same manner as it is for full-time faculty.</p>		
<p>12. Part-Time Adjunct Workload</p> <p>Adjunct instructors may not exceed 12 work load credits (WLC) per semester and 24 WLC per academic year and 6 per summer and may not exceed an annual total of 27.</p>		
<p>13. <u>HHP Department Internship</u>: The maximum work load credits an instructor may earn per semester are 8.</p> <p>Coordinator of students who are taking a 12 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 9 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 6 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 3 credit hour HHP internship.</p>	<p>12</p> <p>9</p> <p>6</p> <p>3</p>	<p>.083 per student</p> <p>.062 per student</p> <p>.041 per student</p> <p>.02 per student</p>

Exceptions

Exceptions to these guidelines must be approved in advance by the Provost.

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

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

Course No.	COURSE NAME	SCH	CH	TLC (SCH + CH) / 2
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.