

College of Agriculture Instructional Workload Guidelines

Instructional Workload

Course load: Course load is calculated on a 12-month basis beginning with fall semester and going through the end of the following summer semester. Faculty members have 12 months to fulfil their instructional assignment (regardless of 9-mo. vs. 12-mo. appointment). The course load calculation is: 1 credit hour = 0.042 FTE. For example, one 3-credit course per year equates to a 12.5% instructional workload.

Minimum enrollment: University minimum enrollment is 15 for lower division undergraduate classes (1000-2000); 12 for upper division undergraduate classes (3000-5000); 8 for graduate level classes (6000-7000); and 5 for doctoral level classes (8000). Courses not meeting minimum enrollment may be counted towards instructional workload as part of the faculty member's annual evaluation.

Multiple lab sections: In cases where not all students in a lecture section can be accommodated in one lab section, multiple lab sections may be necessary. One credit hour for each additional lab section should be included in the course load calculation.

Online courses: An online section of a course that meets minimum enrollment will be counted towards course load the same as a seated section. Each additional online section that meets minimum enrollment may be counted for 1 credit (similar to multiple lab sections). Online sections taught by different instructors will be considered separately.

Undergraduate student advising: Undergraduate student advising is not included in instructional workload.

Graduate student advising: Graduate student advising load calculation is: 1 graduate student (major advisor) = 1 credit = 0.042 FTE; co-major advisor = 0.5 credit = 0.021 FTE. This calculated on a yearly (not semester) basis.

Service: Service in support of instruction (ex. curriculum committee, undergraduate program coordinator) may be considered as part of a faculty member's instructional workload.

College of Agriculture Supplemental Compensation for Course Overload

Course overload is expected to be temporary. Faculty members must be able to demonstrate that expectations in their other appointment area (e.g. research, extension) are being met. If there are other faculty members within a department who do not currently meet their assigned course load, the department head/chair will justify why an overload is necessary.

The following guidelines will be used to determine faculty eligibility for supplemental compensation for course overload. Supplemental compensation is available in the semester that the faculty member's course load exceeds his/her instructional appointment for that year. Exceptions to these guidelines must be cleared in advance through the dean's office.

1. Eligible Courses: Regular, named undergraduate and graduate courses that are part of the curriculum and that meet minimum enrollment (as described above) are eligible. Supplemental salary is not available for research and thesis/dissertation courses or special problems (directed studies) courses. Online courses are eligible as described in the workload section (above).
2. Eligible Teaching Faculty: A faculty member who has exceeded his/her teaching appointment through eligible courses and minimum enrollment is eligible to receive supplemental pay for credits taught that exceed his/her appointment. All courses taught by the faculty member must meet minimum enrollment.
3. Supplemental Salary Rate: Supplemental salary will be calculated at a rate of 3.7% of the faculty member's salary per course credit hour exceeding their appointment. Payment will be limited to the listed credit hours in the schedule of courses. Faculty compensation cannot exceed the amount of revenue generated by the class. For large classes where extra lab sections are needed, compensation for those extra sections may be available using the guidelines described in the workload section (above). If the extra lab section is taught independently by a graduate assistant, a faculty member will not receive supplemental salary for the lab section. The graduate assistant may, however, qualify for extra compensation. Compensation of the graduate assistant is the responsibility of the department.
4. Maximum Supplemental Salary: Supplemental salary will be funded for a maximum of 9 course credit hours per year. Therefore, the maximum supplemental salary that can be received is 9 course credit hours times 3.7% of salary per course credit hour, or 33.3% of the faculty member's base salary.
5. Camp War Eagle Advising: Camp War Eagle advising activities will be handled by departmental staff members with advising responsibilities. Faculty are not eligible for supplemental pay for Camp War Eagle advising.
6. Authority and Decisions: The final decision for using college funds to support supplemental teaching will be made by the dean. The department head/chair may decide to allocate departmental funds to support additional teaching activities.