

Dean's Guidelines on Faculty Teaching Loads and Re-Assigned Time

Per the UWG Faculty Handbook, the default teaching load is 24 hours per year (Fall and Spring only) for tenured and tenure-track faculty, and 27 hours per year for full-time non-tenure track faculty. Teaching loads are calculated according to the number of contact hours as listed on Banweb.

Faculty engaged in research or special administrative, teaching, or service assignments may be granted re-assigned time upon the recommendation of the Department Chair and the approval of the Dean. As long as the department is meeting its instructional needs, requests for re-assigned time as listed below will normally be approved (the criteria below do not apply to department chairs):

1. Teaching:

a. Large Classes:

60-86 students = 1.5 courses

87-120 students = 2.0 courses

121-160 students = 2.5 courses

161-200 students = 3.0 courses

201-240 students = 3.5 courses

Over 240 students = 4.0 courses

b. Masters Thesis Supervision: during Fall or Spring, supervision of a Masters thesis counts $\frac{1}{2}$ of a credit hour per semester, with a maximum of 2 credit hours per year

c. Undergraduate or graduate research class : supervising of undergraduate or graduate independent student courses during the Fall or Spring at the 3000-level or higher that are research courses, senior projects, or capstone courses will count 1 credit for every 3 student credit hours earned. This applies only to courses that are not offered as regular classroom courses. If more than one student is part of a single instructional research class, only one independent study is counted. A faculty member can earn at most 2 credit hours per year.

Note: At most 3 credit hours per academic year can be counted in total via (b) and (c) above.

- d. Online teaching: When a faculty member teaches a 3- or 4-credit online course which they have not previously taught online, he or she may receive one hour of re-assigned time. If the course has never been offered online, then an additional one hour of re-assigned time will be given.

2. Service

- a. Director of Grad studies – **up to 3 hours per year**
- b. Director(s) of Undergraduate Studies (or other appropriate title related to success of undergraduate majors):
 - i. if department advises 100 – 299 majors or if the number of junior/senior majors advised is 50 – 149: **up to 3 hours per year**
 - ii. if department advises 300 or more majors, or if the number of junior/senior majors advised is 150 or more: **up to 6 hours per year**
- c. Freshman Coordinators (or other appropriate title related to core classes)
 - i. if there are 1000 – 1999 core seats (core A,D) per year; **up to 3 hours per year**
 - ii. if there are 2000 or more core seats (core A,D) per year: **up to 6 hours per year**
- d. Coordinator of tutoring centers, laboratories, or workshops: **up to 6 hours per year, depending on the magnitude of the work involved**

3. Research

- a. Faculty research – up to 6 hours per year. The Chair must provide evidence of ongoing, substantive research activity consistent with departmental standards
- b. Funded research – the chair may request re-assigned time for support of special research projects, provided sufficient funds are available for the hiring of adjunct faculty through external or internal sources (e.g., external grants, COSM Research Incentive Awards, Honors College funding, etc.)

Note: The awarding of re-assigned time should not result in a faculty member teaching less than three hours in any one semester.