



Policy Number: IV.23
Policy Level: Operating Policy
Originally Issued: March 4, 2019
Revised: September 10, 2019
Revised: April 13, 2020
Reviewed: August 3, 2022
Policy Owner: Provost/Vice President for Academic Affairs
Policy Implementation: College Deans
**SACSCOC Standard: 6.2.b
10.4**

FACULTY WORKLOAD

I. Policy Statement and Purpose

Faculty at Athens State University support the University's mission of providing student-centered, quality education and are committed to the success of its students. This involves quality teaching, advising, and communication. In addition, faculty provide service to the University and engage in research, scholarship, and professional development activities.

The primary responsibility of the faculty is quality teaching in their respective content areas, regardless of delivery format. This entails adequate preparation for courses, effective course design and instruction, and fair and timely evaluation/feedback of student progress.

This policy is intended to ensure both equitable and reasonable assignment of faculty responsibilities and quality instruction for Athens State University students.

II. Faculty Workload

Full-Time Faculty

University faculty perform a vital role in the shared governance of the University. The faculty's role includes, but is not limited to, recommendations concerning curriculum, course content, degree requirements, class schedules, evaluations, representation on other units or bodies, discipline and dismissal of faculty/staff/students, fair academic policy and fair faculty/staff/student representation on search committees for University administrators.

The University employs competent faculty members who are qualified to accomplish the mission and goals of the institution. All faculty members hold the appropriate credentials to teach within their respective disciplines. The [Faculty Credentials Policy](#) addresses the credentials required for teaching undergraduate and graduate courses. Depending on department needs and faculty



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credentials, a faculty member may have a load of only undergraduate courses, a load of only graduate courses, or a combination of the two. For the 9-month academic year (Fall & Spring), a full-time faculty load will be equivalent to:

12 undergraduate semester hours per semester (Fall & Spring); **OR**

9 graduate semester hours per semester (Fall & Spring); **OR**

a combination of undergraduate and graduate courses totaling 12 semester hours per semester (Fall & Spring)

In the calculation of the faculty workload, the following conditions will be observed:

1. Graduate courses count first toward workload.
2. Undergraduate courses receive second priority toward workload.
3. Non-instructional assignments are third priority toward workload.
4. One graduate semester hour will be equivalent to 1.33 undergraduate semester hours for calculating the number of workload hours.
5. Only lecture, lab, blended, and distance learning courses will count toward faculty workload calculation.
6. Cross-listed courses will count as one course.
7. Team-taught classes will be credited to only one faculty member and will rotate faculty members being given the credit each semester the course is offered.
8. Internships and/or practicum courses will be evaluated for workload on a case-by-case basis. The Dean, in consultation with the applicable faculty member and/or department chair, will request approval from the Provost/Vice President for Academic Affairs to count internship/practicum courses toward workload.



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Adjunct/Part-Time Faculty

Faculty members who have part-time appointments, specifying both the part-time workload and the period of time (normally one term) with the appointment terminating automatically at the end of the specified period are considered adjunct/part-time faculty. Please refer to the [Employee Classifications](#) policy.

Generally, the adjunct/part-time workload will be no more than:

9 undergraduate semester hours per semester for 9-month academic year (Fall & Spring); **OR**

6 graduate semester hours per semester (Fall & Spring); **OR**

a combination of undergraduate and graduate courses totaling 9 semester hours per semester (Fall & Spring)

III. Non-Instructional Assignment

Non-instructional assignments could result in a reduced teaching load. Examples of non-instructional assignments are:

Department Chair	12 semester hours per calendar year
Play Production	12 semester hours
Student Support Lab Supervision	3 semester hours per lab
Assessment Coordinator	3-9 semester hours
State Department of Ed. Liaison	3 semester hours
Accreditation Activities	3 semester hours
edTPA	3 semester hours
COE Internship Supervision	.6 – 3 semester hours
Special Projects	3-9 semester hours

Requests for other non-instructional assignments not listed above must be approved by the Dean in consultation with the Provost/Vice President for Academic Affairs.



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IV. Overloads

Overloads for full-time faculty may be assigned as needed. Faculty members may decline an overload assignment.

Full-time faculty are restricted to no more than one class overload in any semester. Exceptions must be approved by the College Dean in consultation with the Provost/Vice President for Academic Affairs. Full-time faculty teaching an overload will be compensated in accordance with University guidelines.

When determining overload assignments for graduate courses, graduate courses with enrollment equal to or greater than six (6) students count first toward workload.

V. Summer Employment

Teaching loads for summer term will be based on departmental needs and faculty goals with consideration given to available funds.

VI. Responsibility for this Operating Policy

Policy Owner

As part of the initial approval of this policy by the President and subsequent to the original dissemination of the policy, the Provost/Vice President for Academic Affairs is the policy owner for the ongoing evaluation, review, and approval of this policy. Subsequent reviews and revisions to this policy must be in accordance with approved operating policy procedures and processes.

This policy will be reviewed every two years or more frequently as needed by the Policy Owner. Revisions will be reviewed/affirmed by the Faculty Senate and the Cabinet and approved by the University President. This policy will be updated/published in the University's Policy Library.

Responsibility for Policy Implementation

The President has assigned the responsibility of implementing this policy to the College Deans, under the direction of the Provost/Vice President for Academic Affairs.