

Guidelines for Faculty Teaching Load and Course Reassignments (Effective January 2011)

1. General Guidelines

- 1.1. The normal faculty teaching assignment is 12 credit hours per semester, but student credit hours (SCH) productivity must also be considered. The SCH total for the 12 credit hours should be equivalent to one position based on the UNC funding model. Departments in which total SCHs are less than expected based on the funding model will face the potential loss of faculty positions if they do not take corrective action. At the same time, departments whose SCHs are in excess of what is expected based on the funding model, can use these data to request additional faculty. (Other factors, such as departmental retention and graduation rates and Advisement Survey results, will also be considered.)
- 1.2. Effective January 2011, tenured and tenure-track faculty member will normally not be assigned course overloads. Exceptions will be granted only for extraordinary circumstances. Faculty members will be paid for overloads required by the department.
- 1.3. Effective January 2011, faculty will not automatically receive course reassignments because they teach graduate courses. Faculty teaching graduate courses may seek course reassignments based on the guidelines outlined below.
- 1.4. Consistent with FSU's policy on "External Professional Activities for Pay," faculty members are required to report on all teaching assignments at other institutions and other external professional activities for pay each semester. Failure to do so will result in disciplinary action. If there is evidence that previous external profession activities for pay have hindered faculty members from completing their primary responsibilities, subsequent requests will not be approved.
- 1.5. Course reassignments of faculty workload may be made based on the following considerations.
 - 1.5.1. Scholarship and creative activities that advance FSU's mission and strategic plan.
 - 1.5.2. Extraordinary advisement responsibilities.
 - 1.5.3. Grant-funded course reassignments – approved in the process of developing the grant proposal.
 - 1.5.4. Administrative duties approved by the dean and provost.
 - 1.5.5. Extensive outreach and engagement activities that support that support the university's strategic priorities as approved by the dean and provost.
 - 1.5.6. Faculty members may be assigned course reassignments to participate in required faculty development activities.

- 1.6. Course reassignments are dependent upon the ability to meet all instructional needs of students, either through reallocation of teaching assignments or use of adjunct faculty. Department chairs must demonstrate that course reassignments will not jeopardize instructional needs.
- 1.7. Faculty members with course reassignments are expected to teach nine credit hours with SCHs equivalent to at least .75 of a faculty position based on the UNC funding model. Faculty assigned as Graduate Coordinators or other administrative role may be assigned a teaching load of six credits or .5 of a position.
- 1.8. Course Reassignments will be granted only to tenure-track and tenured faculty.
- 1.9. Faculty will normally receive only one course reassignment per semester.
- 1.10. Faculty who receive a course reassignment will not be permitted to teach an overload either at FSU or another institution.
- 1.11. All course reassignments must be approved by the chair of the department and dean of the school/college and the provost.

2. Procedures for Requesting Course Reassignment for Scholarly/Creative Activities

- 2.1. The faculty member must initiate the request for course reassignment by submitting to his/her department chair a written request of 250-500 prior to the finalization of the schedule for the following semester. The request must include the information outlined below.
 1. Name:
 2. Department:
 3. Previous semesters in which reassigned teaching load has been granted.
 4. Number of External Professional Activities for Pay during the past year.
 5. Record of Accomplishments* during the past two semesters with documentation (See list below for relevant examples.)
 6. Description of project
 - a. Specific outcomes to be pursued during period of reassigned time. (Faculty granted course reassignments will be required to produce documentation of project completion.)
 - b. Work already completed on the project.
 7. Acceptance of the following terms of agreement if the request for reassignment is approved:
 - a. I will not be permitted to have an overload with or without payment.
 - b. I will not be permitted to have teaching responsibilities at another institution.

- c. I must maintain student credit hours (SCHs) that are equivalent to .75 of a faculty position in my discipline.
- d. I recognize that if I am expected to achieve the outcomes specified in my proposal and that failure to do so will affect future requests for course reassigned time

2.1.2 *Relevant accomplishments include, though are not limited to, the following

1. Research presentation at a national or regional conference
2. Submission of a manuscript for publication
3. Publication (i.e., refereed article, book chapter, research notes, book)
4. Exhibition, performance, publication of creative works, to include visual arts, music, dance, creative writing, and other related areas.
5. Submission of an external grant proposal
6. Principle investigator or co-principle investigator on a current external grant, which is not already providing a release
7. Principle Investigator of an internal grant (i.e., Title III, Health Disparities, The Graduate School), which is not already providing a release
8. Other documented research/scholarly activity/creative activities appropriate to the discipline.
9. Active Involvement in a Graduate Program, such as
 - i. Supervising students engaged in research and scholarship, such as a thesis or dissertation; and/or
 - ii. Engaging in the administration of comprehensive exams (developing questions, helping students prepare for the exams, grading comprehensive exams, etc.)
 - iii. Significant community outreach and engagement activities.

3. Procedures for Reassigned Time for Excessive Advisement Responsibilities

FSU's Advisement Improvement Mandate (AIM 2), which is an important component of FSU's effort to improve retention and graduation rates, requires faculty to devote a significant amount of time to advisement. Hence, the Division of Academic Affairs must have guidelines for determining the impact of advisement on faculty workload and provide procedures for course reassignments for excessive advisement responsibilities. The following guidelines are to be used by department chairs in granting course reassignments for advisement.

- 3.1. The normal advisor/advisee load is 15-30 advisees per advisor. This normal advisor load is based on the following considerations.
 - 3.1.1. This normal advisee load is well below the mean advisee load of 38.2/1 at four-year public universities.* In view of the developmental needs of many

Guidelines for Faculty Course Reassignments, October 19, 2010

FSU students, FSU's normal load needs to be below the mean for all four-year public institutions.

- 3.1.2. This load is consistent with the recommendations of "experts" in academic advisement who recommend a 20/1 advisee/advisee ratio for full-time instructional faculty.*
- 3.1.3. In a report on advisor/advisee load prepared in February 2010, 180 faculty members had fewer than 12 advisees; 41 faculty members had 13-24 advisees; 19 had 25 – 36 advisees; and 41 had more than 37 advisees.
- 3.1.4. As additional data on faculty time spent on advisement are collected, the normal advisement load may be adjusted if appropriate.
- 3.2. Department chairs must take responsibility for reducing the advisement load for faculty with 30 or more advisees by first assigning advisees to advisors equitably.
- 3.3. If all faculty members in a department have 15 – 30 advisees and some have more than 30, then faculty members with more than 30 would be eligible for a one course reassignment to complete advisement responsibilities. These Guidelines **do not guarantee that any faculty member with 30 or more advisees will automatically receive course reassignment**. The advisor must meet the following conditions before receiving release time for advisement responsibilities. The department chair will make a written request to the dean that will address each of the following points.
- 3.4. The chair must demonstrate that all faculty members in the department have at least the minimum load of advisees (15).
- 3.5. The number of advisees used in making determination must be derived from official records in Banner.
- 3.6. The faculty member's advisement load must exceed the minimum for the two most recent preceding semesters prior to the one in which course reassignment is to be granted.
- 3.7. The faculty member must have a record of providing effective advisement.
- 3.8. To give a course reassignment for advisement, the department chair must present evidence of 1) the departmental advisement loads drawn from official records in Banner, and of 2) the advisement effectiveness of the advisor.
- 3.9. Beginning on January 1, 2011, all faculty members in departments will be required to serve as advisor for the department to qualify for course reassignments. This includes faculty who do not teach in a major, but are members of multidisciplinary departments with majors.

*NACADA Clearinghouse on Academic Advising Resources

<http://www.nacada.ksu.edu/Clearinghouse/advisingIssues/advisorload.htm>

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