

Policy #	AA-405	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all full-time faculty members at FBSU.

2. Definitions:

A faculty member at the FBSU is the:

- 1) Professor
- 2) Associate Professor
- 3) Assistant Professor
- 4) Instructor/Lecturer
- 5) Assistant Instructor
- 6) Research Assistant
- 7) Teaching Assistant
- 8) Postdoctoral researcher

3. Policy

3.1 Work Load

Faculty members may be assigned to teach credit or non-credit courses in their areas of expertise. Full-time faculty members at FBSU are expected to dedicate 40 hours per week towards combined teaching activities (for more details, please see the Workload Allocation Policy).

3.2 Teaching Load

Teaching load includes:

- 1) Theoretical lectures;
- 2) Workshops and laboratories;
- 3) Supervising graduation projects;
- 4) Supervising student field training courses;
- 5) Supervising graduate students' theses and dissertations;
- 6) Academic supervision on the study and training of fourth year students; and
- 7) Any tasks assigned for a faculty member by the Chancellor.

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3.3 Equivalent Credit Hours

A credit hour is equivalent to:

- 1) A one hour of instruction per week over a 15 week period;
- 2) Supervising a postgraduate student for a period of one semester, with the maximum limit specified in the instructions for awarding Master and Ph.D. degrees at the university;

3.4 Faculty Standard Teaching Load

The standard teaching load of a full-time faculty member is as follows:

- Full Professor 12 credit hours
- Associate Professor 14 credit hours
- Assistant Professor 16 credit hours
- Lecturer and Lab Supervisor 18 credit hours
- Instructor Assistant 18 credit hours

3.5 Reduced Teaching Load

- 1) The teaching load for teaching staff members who assume administrative duties and responsibilities shall be reduced as follows:
 - Dean, and Vice and Assistant Chancellor 5 credit hours
 - Associate Dean, Dept. Chair, and Center Director 3 credit hours
- 2) The Chancellor may reduce the teaching load of any faculty member by no more than 6 hours approved for the classroom if the University interest requires that.
- 3) A faculty member may, with a prior written consent from the Chancellor and upon the recommendation of the dean and the chair, teach outside university, provided that the number of lectures does not exceed three credit hours during a semester and are not counted among the teaching workload of the faculty member.
- 4) As for the fields of applied work (such as laboratories, workshops, training, field work, drawings, and workshops, and medical and clinical activities, and the like, a credit hour is determined by a decision of the Chancellor after consulting with the deans of such colleges. At all accounts, a credit hour shall not be less than two applied hours.

4. Related Documents

4.1 Teaching Load Procedure (AA-405-P01)

4.2 Teaching Load Reduction Procedure (AA-405-P02)

