

FACULTY SUMMER TEACHING LOAD POLICY

Policy #	AA-412	Revision #	02
Accessibility level	A	Effective date	1/20/2021

1. Purpose

Teaching Summer load Compensation. Payment for teaching services for credit courses rendered by a full-time faculty member in addition to the normal activity assigned by the Department Head and/or Dean.

2. Definitions

- 2.1. **Summer Semester:** Separate academic semester determined by University calendar for each academic year.
- 2.2. **Low Enrollment Courses:** The preparation of student enrollment is less than course average.
- 2.3. **Effective load:** Faculty member teaching load used in calculating summer semester compensation.
- 2.4. **Maximum load:** Half faculty load in regular semester according faculty member rank.

3. Policy

- 3.1. The duties and responsibilities of faculty members during summer is the same as regular semesters, which includes but not limited to holding office hours, participating in committees, completing tasks assigned by the FBSU administration. The responsibilities will also include research and community service.
- 3.2. The faculty will also be teaching and should adhere to FBSU strict policy on quality teaching with all associated responsibilities.
- 3.3. Teaching compensation formula If it does not exceed the maximum load is :

$$[\text{Basic Salary} \times \text{Effective Load} \times \{\text{Summer Semester Days}/30\} / \text{Maximum Load}]$$
- 3.4. Chancellor approval is required for teaching over maximum load in summer semester.
- 3.5. The administrative duties and responsibilities shall be not reduced in the summer teaching load for faculty member.
- 3.6. Effective Load:
 - A. Compensated hours for low enrollment courses during summer semesters for theoretical courses in the table below:

No. of Enrolled Students	Effective Load (compensated credit hours)
1 Student ¹	(0) Credit hours
2 - 9 Students	(number of students/10)* course credit hours
10 and above	Full load

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B. Compensated hours for low enrollment courses during summer semesters for laboratories in the table below:

No. of Enrolled Students	Effective Load (compensated credit hours)
1 - 5 Students (inclusive)	(0.5) Credit hours
Above 5 Students (inclusive)	(1) Credit hours

- 3.6. Faculty member teaching more than maximum load in summer semester will get the fixed amount for hours exceeding the maximum load according to the per credit hour compensation in regular semesters.
- 3.7. Chancellor approval is required for teaching summer courses with enrollment of one student.

4. Related Documents

- 4.1 Teaching Load Policy (AA-405).
- 4.2 Teaching Load Reduction Procedures (AA-405-P01).
- 4.3 Summer Teaching Load Form (AA-000-F1).

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