

Teaching Load Policy

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:

2.1 Faculty Member: 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

2.2 Regular Semester: Fall and spring semesters determined by University calendar for each academic year.

2.3 Summer Semester: Separate academic semester determined by University calendar for each academic year.

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 President and/or the Dean.

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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

- 1) The standard teaching load of a full-time faculty member in a regular semester 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
- 2) The teaching load of a faculty member in the summer semester is half his/her teaching load in the regular semester taking into account the number of students registered in the course according to the university's regulations and instructions.

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 to the President 5 credit hours
 - Associate Dean, Dept. Chair, and Center Director 3 credit hours

If a faculty member takes on two or more administrative roles, the reductions in teaching load cannot be combined; instead, the faculty member is entitled only to the greater of the reductions associated with those positions.

- 2) The President may decrease a faculty member's teaching load by up to 6 hours if it is deemed necessary for the University's interests.
- 3) A faculty member may, with a prior written consent from the President and upon the recommendation of the dean and the chair, teach outside the 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.

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- 4) As for the fields of applied work (such as laboratories, workshops, training, field work, drawings, workshops, medical and clinical activities, and the like) a credit hour is determined by a decision of the President after consulting with the deans of such colleges. At all accounts, a credit hour shall not be less than two applied hours.

3.6 Teaching Overload

- 1) In general, the faculty member (including those with course releases due to other university-related responsibilities) may teach a maximum of 3 credit hours (or equivalent) overload per semester.
- 2) With some exceptions for special cases, faculty may be allowed to teach an overload of up to 6 credits (or the equivalent) in one semester, pending prior approval from the college dean.
- 3) In no circumstance should the faculty member teach more than 6 credits (or equivalent) overload per semester.
- 4) Faculty overload will be compensated according to the following rates:

No.	Academic Rank	Rate (SR/Credit)
1-	Professor	2,250
2-	Associate Professor	2,000
3-	Assistant Professor	1,750
4-	Lecturer (Master degree)	1,250

4. Related Documents

- 4.1 Teaching Load Procedure (AA-405-P01)
- 4.2 Teaching Load Reduction Procedure (AA-405-P02)
- 4.3 Faculty Summer Teaching Load Policy (AA-412)