

POLICIES AND PROCEDURES

Subject: Teaching Loads for Instructional Personnel Reference: F-III-e

Source: Vice President, Instruction Eff. Date: November 24, 1975

Approval Auth.: President Approved: _____

Remarks: Replaces previous policy statement dated Fall, 1970.

Date: May 14, 1984

Policy Governing Teaching Loads for Instructional Personnel

The normal teaching load for a regular, full-time faculty member is 15 lecture hours of the equivalent per week per semester with no more than 30 equated hours during the normal two semester academic year. Teaching loads of faculty members with administrative assignments or major non-teaching responsibilities may be reduced upon recommendation of the Vice-President, Instruction and approval by the President.

Equivalent hours are determined by the Vice-President, Instruction with the approval of the President. In general, three laboratory hours are equated as two lecture hours, and three activity hours are equated as two and one-half lecture hours. A list of course equivalencies is maintained in the office of the Vice-President, Instruction.