

## **FACULTY INSTRUCTIONAL, RESEARCH, SUPERVISION AND SERVICE LOAD (Andrews University Working Policy 2:376)**

### **Considerations for Determining a Faculty Load 2:376:1**

In the determination and assignment of a faculty load for an individual faculty member, Andrews University will:

- assign responsibilities in an equitable manner, recognizing the talents of individual faculty members;
- provide for balance between work expectations and the personal well-being of the faculty member;
- seek to maintain the economic viability of each of the University's academic programs.

The mix of instructional, research or service expectations for a given faculty member's load is determined by the academic and administrative needs of a given program or department. As a rule graduate programs require faculty to be involved in research to a greater degree than do undergraduate programs. For that reason graduate faculty loads will reflect a corresponding reduction in direct instructional assignments.

### **Standard Faculty Load 2:376:2**

For undergraduate faculty, the annual course load is twenty-four (24) semester credits with a limit of 5 different course preparations per year. Teaching represents 70% of the standard faculty load. The work load also includes student advising, up to three (3) major school/university committee memberships, other service activity and scholarly activity including research. 30% of employment time is involved in service and scholarly activity, with a minimum of 10% in each.

For graduate faculty the annual course load is 16 semester credits. Teaching represents 70% of the work load. The remaining work load includes up to three major school/university committee memberships, other service activities, and scholarly activity including research. Thirty percent (30%) of employment time is involved in service and scholarly activity, with a minimum of 10% in each. Faculty carrying a mixture of undergraduate and graduate assignments, have their teaching load determined by the proportional credit assignment.

Regular course work involves one 50 minute period of instruction per week per semester credit in a group setting. However, because variations exist with respect to laboratories, clinical activities and research oversight, load calculations are made by the department chair and reviewed by the dean according to guidelines mandated by different accrediting groups and as assembled in Appendix 2-D.

### **Adjustments to Standard Faculty Load 2:376:3**

The dean of the school where a faculty member holds primary appointment is responsible to determine the mix of faculty load components for a particular faculty member's faculty load after having been advised by the relevant department chair on the needs of the department and the faculty member involved.

A faculty member with a scholarly project which requires greater attention than the normal teaching load permits may request a reduction in teaching assignments for a certain term. Such a reduction must be proposed in written form to the chair and dean prior to preparation of the class schedule for that term. Approval will be given by the dean of the school after consultation with the chair provided funding is available for a substitute teacher.

### **Final Assignment of Faculty Loads 2:376:4**

When class schedules are being planned, the department chair proposes to the department faculty in session the course assignments and other faculty activities for the coming year. Faculty are expected to participate in an equitable way in departmental assignments and projects. After the department votes its plan, the plan is submitted to the dean for final approval.

With consultation from the provost and the deans, the president annually designates each faculty member's participation on University-wide committees and other special University assignments.

### **Teaching Loads for the Andrews University K-12 Division 2:376:5**

Teaching loads and the responsibilities of faculty in the Andrews Academy and the Ruth Murdoch Elementary School are prescribed by the Lake Union Educational Policy and are approved by the respective operating boards after having been advised by the respective board personnel committees and the principals.