



Developed 9/1/1997,
12AM EST
Last N/A
Approved
Effective N/A
Next Review N/A

Owner Milford Muskett:
VP Academic
Affairs
Policy Area Division of
Academics

Faculty Course Workload

Purpose

To outline policies for defining a full-time faculty workload, along with relevant exceptions.

Policy

Twelve credit hours shall be considered a standardized teaching load for all full-time permanent faculty members; however, this workload may be subject to change, with notification to Federation of Indian Service Employees, as required.

Scope and Definitions

Applies to all full time faculty.

- Faculty members who are GS-9 have a teaching load of 9 credit hours per semester.
- Faculty members who are GS-11 have a teaching load of 12 credit hours per semester is considered a full course load.

Procedure

- Faculty members (GS-11) with a 12 credit hour teaching load should have no more than three different class preparations during a semester.
- With the exception of required courses in a baccalaureate degree program, classes with less than five (5) students enrolled are subject to cancellation and may be replaced by a courses with higher demand.
- Faculty whose class has been cancelled for low-enrollment in which a higher demand replacement course will collaborate with their Dean on an appropriate project to complete instead of the course Cancellations, in this instance, will be subject to a case-by-case review

by the Dean and Vice-President for Academics.

- In the case of significant low class enrollments, a supervisor may adjust a faculty members' 12-credit hour limit.
- Only when the faculty member disputes their immediate supervisor's determination of course workload would the Vice-President for Academics be consulted. Deviation from this standard may be approved based upon the following conditions:
 1. A faculty member serving as a chair of an academic area may be given release time of one course to carry out these responsibilities.
 2. On a case-by-case basis, release time may be given based on enrollment numbers (class size) when there is concurrence between faculty member, chair, Dean, and the Vice-President for Academics. As an example and clarification of this, see guidelines below that specifically deal with instruction of an internship, but can be guiding standards for all courses:
 - a. For a faculty member to be granted release time due to the instruction of an internship, that faculty member must detail the content of the course and the scope of the instruction as part of their goals in yearly evaluation.
 - b. For a faculty member to be granted release time due to the instruction of an internship, they must justify that the internship, in enrollment size and scope of instruction, constitutes a semester's work. For example, if the internship's enrollment meets or exceeds the minimum course enrollment (see catalog) and the contact hours meet or exceed a semester's standard for a three-credit hour course (45 hours), then release time may be granted.
 3. Faculty members may request a single course release once every two years when pursuing terminal degrees, subject to approval by the Dean and the Vice-President for Academics, under these conditions:
 - a. The faculty member requesting release time from instruction for the pursuit of a terminal degree must have achieved acceptance into a program of study at an accredited institution.
 - b. Achievement of the terminal degree can justifiably benefit Haskell Indian Nations University.
 - c. The faculty member's academic area will not suffer from the loss of his/her instruction from the semester's curriculum.
 - d. The faculty member requests release time the semester prior to the semester when they plan to enroll in terminal degree seeking courses, before the relevant semester's schedules are submitted.
 - e. Release time for pursuit of a terminal degree will not require use of funding for personal fees or replacement faculty's salary.
 4. A faculty member who coordinates a grant or contract, which allows funds to hire a replacement instructor, may receive one course release time, under these conditions:
 - a. Release time will not be approved unless a replacement part-time instructor is hired.

- b. Funds from a grant or contract must be used to hire a replacement instructor to cover the course from which the faculty member is released.
 - c. Release time will not be approved if the funds from a grant or contract are not used to hire a replacement instructor.
5. A faculty member who is asked to perform work deemed critical to the overall operation of the University may be approved release time by review by the academic Dean and Vice-President for Academics, under these conditions:
 - a. This reduction of teaching load does not exceed more than one semester for any one faculty member.
 - b. Generally, no permanent full-time faculty member may teach less than six (6) credit hours with approved release time granted under the condition described above.
 - c. A full-time permanent faculty member may be approved release time from one course per semester when serving as on the Executive Committee of Faculty Senate.
 - d. A full-time permanent faculty member may engage in curriculum development, grant writing, or research projects that relate to and promote the University's academic programs and receive release time when such work is determined critical to a program, school, or the University's needs.
6. A full-time permanent faculty member who instructs and supervises labs or studio courses that significantly exceed 12 instructional hours per week may warrant a reduced load at the discretion of their academic Dean or the Vice-President of Academics.

Faculty Workload Variance Procedures

Faculty members should submit their request to their Deans prior to the semester from which they require release time. Faculty members should notify the colleagues within their departments, programs, or schools as part of their written justifications before presenting requests to the Academic Deans. Academic Deans shall then approve the requests for release time, unless there are instances when the Academic Deans have knowledge concerning instructional needs that the faculty members do not.

If a determination is made to not grant a faculty member's request for release time, the Academic Dean shall confer with the faculty member to discuss the justification and negotiation.

If a consensus cannot be reached between the Academic Dean and the faculty member concerning a request for release time, the Vice-President for Academics shall make the final determination, after hearing from both parties.

Sanctions and Notifications

Failure to comply could be grounds for discipline.

Appeals and Deadlines

No appeals; decisions about variance should be made in time to publish the schedule of classes.

Recordkeeping Authority and Designation

Vice-President for Academics

Vetting Process and Final Approval

- A. Faculty Senate - Academic Standards Committee
- B. Vice-President for Academics and Academic Deans
- C. President's Executive Council
- D. President

Approval Signatures

Step Description	Approver	Date
VPA initiates new or revises existing policy in polycystat	Rhonda LeValdo: Dean of Humanities	Pending