

Definitions of Teaching Load

For faculty, a full teaching load is two three-semester-hour courses per year or equivalent. For faculty administrators (associate deans and department heads), a full load is one three- semester-hour course per year or equivalent. Equivalent may be addressed by co-teaching. Courses taught as independent study or thesis/dissertation will not count toward meeting the teaching load requirement. If a faculty member or faculty administrator has been scheduled to teach a course, but it was cancelled for lack of enrollment or any other reason, that course cannot be used to fulfill the teaching load requirement.

Only after a faculty member or faculty administrator has achieved the full teaching requirement for the academic year and has obtained approval from their Department Head/supervisor, will s/he be considered for full off-load teaching compensation. This must be verified to the Associate Dean for Education and Student Affairs by March 1 before off-load teaching will be approved. A Department Head/supervisor has the option of requesting the faculty member teach an additional course, or courses, on-load if that faculty member does not meet their effort allocation or expected research salary offset. In this instance, departments are eligible to receive the off-load compensation fee directly. The CPH and the department will equally share the income generated from the off-load teaching of the course after all expenses incurred by CE and the off-load compensation fee are deducted. Exceptions, under unusual circumstances, may be negotiated with the Associate Dean for Education and Student Affairs.

Off-Load Compensation

Payment for off-load teaching will be: \$7,000 for an Assistant Professor; \$8,000 for an Associate Professor; \$9,000 for a Professor. These rates are for 3 hour courses and will be prorated if the course is less than 3 hours.