CPH Teaching Load Policy

College of Public Health
Policies and Procedures

January 13, 2015

Policies Regarding Teaching Responsibilities

Normal teaching obligation of full time tenure-track faculty:

All tenure track faculty are required to teach two courses each of at least 3 s.h. per year, or equivalent. Associate deans have their teaching requirements determined by their DEO proportionate to their percent effort in their department, and DEO teaching requirements are determined by the Dean. Equivalence may be addressed by co-teaching with the combined teaching efforts summing to 100% of the semester hours of the course. For example, if two faculty members contribute equally in teaching a 3 s.h. course, then each would be credited with 1.5 s.h.; they cannot both be credited with 100% of the course. [Administrative note: An exception to this is that both faculty who teach undergraduate classes in an integrated team fashion will each receive full credit for the course for the first two times the course is taught; please see "Teaching Model for Undergraduate Program" for additional details.] Courses taught as independent study or thesis/dissertation will not count toward meeting the teaching load requirement, nor will assignment to journal club or seminar coordination. 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. Courses with large student volume (e.g., greater than 50 students) or with multiple sections, and for which no teaching assistants are provided to help with grading and course management, may be determined by the department DEO to be extra teaching effort. The minimum number of students enrolled in a course is 5. However in consultation with the DEO a course may be offered if less than 5 students if it is a required course, and may be offered in a different format. The course capacity and scheduling is determined by the DEO.

Relief of teaching requirement:

Assistant Professors are not eligible in their first three years for a temporary reduced teaching load other than what is specified in their offer letter. More senior faculty may

request a reduced teaching load from their norm if their research and service activities are generating salary offset in excess of 75%. Thus, if a faculty member produces evidence during the post-tenure faculty effort allocation process that the offset for the next academic year will exceed 75%, the teaching requirement for that year can be reduced to one three-semester-hour course or equivalent. As is true for all teaching, the resulting course that will be taught will be determined by the DEO, for the purpose of meeting academic program needs.

Faculty who obtain a K award or similar support that require an increase over the standard 50% offset will reduce their effort in teaching and service from the collegiate norm in consultation with their DEO. The reduction can be taken in teaching or service or a combination of both.

Increase or change of teaching requirement:

Faculty may be requested by the DEO to teach more than the full teaching load if their offset funding is below 50% or to teach an alternate class if the assigned class is cancelled. The maximum is six 3 s.h. courses per fiscal year.

Off-Load Compensation:

Only after a faculty member or faculty administrator has achieved the full teaching requirement for the academic year and has obtained approval from the DEO and the Office of the Dean, will s/he be considered for off-load teaching compensation. This includes faculty who have greater than 75% offset and teach more than one course, as well as faculty who have met the standard 50% offset requirement and teach more than two courses. 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 s.h. courses and will be prorated if the course is more or less than 3 hours.