

**College of Science and Technology  
Workload/Course Release Policy  
Effective January 1, 2017**

**Teaching Loads**

The College of Science and Technology recognizes that a typical faculty teaching workload for tenured/tenure-track faculty is 12 hours of direct student contact in the classroom and/or laboratory per semester. The remainder of faculty time (to bring total workload equivalent to 15 contact hours per semester) is reserved for scholarly pursuits, service obligations and professional development. The College provides the following incentives and guidelines to Departments in order to maintain academic quality and consistency and to provide a fair policy that does not diminish faculty time to pursue scholarly and service activities. *All releases are dependent on budget and our need to provide adequate course coverage each semester.*

**Newly hired tenure-track faculty:**

Newly hired tenure-track faculty should receive a load of 9 contact hours (one course release) once during their first year at Armstrong. It is preferred that this release be offered in the first semester of hire, but it is recognized that enrollment pressures may delay this release until the spring of the first year. This release is granted to allow the faculty member time to prepare new lectures and to allow them to investigate grants and initiate scholarly activities as an Armstrong faculty member.

**Course Releases: tenured and tenure-track faculty**

- *Serving the Department, College or University as an **approved** coordinator/director (e.g. STEM Success Center Director; Accreditation Coordinator; Coordinator of a large, multi-section course; Internship Coordinator; Undergraduate Research Coordinator; or Provost administered University position etc.)*

Faculty will generally receive a one course reduction in load (i.e. 9 hours of contact time) with the exception the Director of the STEM Success Center who receives a 2 course release (i.e. 6 hours of contact time) per semester.

The granting of course reductions in these categories are dependent upon the size of the program and/or the number of students in the program and a description of the exact duties of the position. Requests for course releases must be submitted to the Dean's office by the Department Head. Approvals must be granted by the Dean's Office in writing and must specify the length of time for which the release is granted.

- *Serving as a Director of a Sponsored Program with course releases (buy-outs) written into an internal or external grant (either as funded line item or matching funds).*

Requests for buy-out/release time as matching funds must be approved by the Dean prior to submission. Faculty receive the release as indicated in the grant proposal, once it is funded in accordance with the outline in the funded proposal. The grant proposal, when submitted to the Dean's office for approval, should clearly indicate what the faculty member's buy-out time is to be spent doing. The buy-out amount included in the grant proposal should be 1/10 of the faculty member's 9-month salary per course release. Additional buy-outs may be made available to a faculty principal investigator (PI), by the department or college, member once a grant is funded.

- *Course releases granted as a result of non-compensated overloads*

The normal faculty teaching load is 12 contact hours per semester for a total of 24 contact hours per Academic Year (not including summer). However, in many departments, faculty may consistently receive 13-15 hours per semester, depending on staffing or the way 4 contact hour courses add into the faculty member's load. Department Heads are permitted to count such extra hours and distribute them in one of 3 ways:

1. Faculty may choose overload compensation for a semester load that is above their normal load (e.g. 15 hours of teaching for a faculty member with a 12-hour load, or 18 hours for a faculty member with a 15-hour load). Overload compensation is paid at the Part Time Faculty pay rate.
2. Overload compensation for teaching represents overload for the entire academic year and does not have to be paid out during the semester that the faculty member teaches the overload. For example:
  - Faculty may have a total load of 24 contact hours in an academic year, but have 15 contact hours in one semester (and receive NO OVERLOAD compensation) and 9 in another semester, as an example.
  - Faculty who have contact hour loads not easily computed as above, may place extra hours into a "bank". When the faculty member accumulates 3 excess contact hours (e.g. 3 semesters at 13 contact hours) he/she may receive a 3 contact hour reduction (e.g. 13-13-13-9) or receive extra compensation.

The department head will complete a faculty workload report each semester that updates and indicates how the hours are being used. In any case, faculty and Department Heads must closely monitor these releases and provide documentation of the release to the Dean's Office. The official record of releases owed is maintained in the Dean's office. Faculty may only receive one reduction (3 hour) at a time (in a single semester) and faculty cannot receive both overload compensation and course release for the same contact hours. Faculty cannot use the banked 3 contact hours to

obtain summer compensation. See policy below for overload compensation guidelines.

- ***Course releases granted as a result of undergraduate research or independent study hours***

*Faculty in CST are encouraged to engage in scholarly pursuits with their students.*

- 1.) Programs in CST will count undergraduate research supervision in overall workload by a banking mechanism. The hours are banked at a maximum rate of 5:1; when a faculty member has supervised five registered credit hours of undergraduate research, this equates to one contact hour of release time. Banked hours are determined at the Departmental level and a department may choose to require more undergraduate research hours than 15 before a release eligibility can be earned. A faculty member who has supervised any combination of students registered for 1, 2 or 3 credit hours of research that adds up to a total of 15 credit hours may be eligible for a 3-contact-hour reduction in a subsequent semester. No more than 1 release may be earned in a year, thus no more than 15 hours may be banked in an academic year (August – May).
- 2.) Departments are responsible for assuring that the student-faculty collaboration produced a measurable output, according to the course syllabus and departmental policies for the release time to be banked.
- 3.) Departments may add additional requirements in order for a faculty member to bank the hours or honor the release time. These requirements may include: requiring a publication, presentation, grant submission etc.

Banking course release hours is subject to the following rules:

- 4.) The course releases are limited to one three contact hour reduction in a semester (i.e. faculty cannot bank 12 contact hours and take off an entire semester).
- 5.) Because each department has a different name for their research courses, the courses that count toward these banked research hours must be approved by the Dean's office in consultation with the department head. A list of qualifying courses and numbers must be on file in the Dean's office to allow for tracking and checking of the banked hours.
- 6.) The faculty member must be the instructor of record in SHIP to accumulate hours and the faculty must produce and provide to the department head a clear syllabus that outlines the requirements of the research course and the student's research project.
- 7.) Official hours banked must be submitted to the Dean's office at the end of each semester by the Department Head. The Department Head must confirm with the faculty member that the student completed the course (i.e. received a grade; a grade other than W or WF).
- 8.) Department must also develop a mechanism to assure that the student-faculty collaboration produced a measureable output (e.g. presentation,

paper etc. as defined in the student's course syllabus). That output must also be placed in the annual report.

- 9.) Departments may add additional requirements in order for a faculty member to bank the hours or honor the release time. These requirements may include: requiring a publication, presentation, grant submission etc.
  - 10.) Both Department Heads and Faculty should retain records of their independent study and undergraduate research hours for confirmation.
  - 11.) When requesting the release based on banked hours, faculty must submit a request to the department head that indicates the work product from the research activity (conference proceedings, manuscripts, publications, grants etc.) and a statement on how the faculty member will use the release time. Departments may put requirements in place such as requiring a publication, presentation or grant submission by the faculty member at the end of the granted release. Each department's plans must be approved by the Dean's office.
  - 12.) Requests will be honored only if the Department Head can adequately cover the courses with minimal impacts.
  - 13.) Faculty may receive overload or summer compensation in lieu of release time upon approval by department heads and dean. The rate for this pay will be \$2,000 per course release (i.e. per 15 eligible contact hours). Faculty may not receive more than one payment of \$2,000 per fiscal year (July-June). All payments are subject to funds availability. Faculty receiving summer compensation must be returning to the university the following Fall semester.
  - 14.) Banked hours that have either not been paid nor has release time been granted will not be compensated for when a faculty member leaves the university.
  - 15.)
  - 16.) Department are allowed to incorporate additional rules that allow them to more appropriately distribute banked hours among faculty.
- *Other*

Other situations may be considered for course release provided that there is adequate coverage for courses and budget available. These will be considered on a case-by-case basis and require the approval of the Dean and/or Provost. The Department Head will work with the Dean to determine whether the release should be granted. Releases must be requested each semester as approvals do not carry over.

For releases where the faculty member requests time to work on a specific project, the faculty member must request the release from his/her Department Head and provide documentation of the work to be accomplished. The burden of proof is on the faculty member to show that this work is "above" the amount of time available to the faculty member as part of his/her regular scholarly, teaching, and service pursuits(as

detailed in the faculty handbook 107.6.2). A final report of the work must be submitted to the Dean's Office at the end of the semester.

Other types of releases may be granted under special circumstances, upon approval of the Dean and/or Provost. In general, no more than 1-2 releases of this type will be granted in the **entire** College each semester. Some possible examples (not inclusive):

- Serving as a PI on a grant where course releases have not been directly requested but it is judged at a later time to require work during the academic year (PI or Co-PI is no longer at Armstrong)
- Serving as an editor of a national journal with significant responsibilities

### **Non-tenure track permanent instructors (Lecturers)**

These faculty typically have a 15 contact hour teaching load, consistent with the fact that they do not have scholarly obligations.

- *Serving the Department, College or University as an **approved** coordinator/director (e.g. STEM Success Center Director; Accreditation Coordinator, Coordinator of a large, multi-section course, etc.)*

Faculty will generally receive a one course reduction in load (i.e. 12 hours of contact time) with the exception the Director of the STEM Success Center who receives a 2 course release (i.e. 6 hours of contact time) per semester.

The granting of course reductions in these categories are dependent upon the size of the program and/or the number of students in the program and a description of the exact duties of the position. Requests must be submitted to the Dean's office by the Department Head. New approvals must be granted by the Dean's Office in writing and must specify the length of time in which the release is granted (one semester, one academic year etc.).

- *Serving as a Director of a Sponsored Program with course releases (buy-outs) written into an internal or external grant (either as funded line item or matching funds).*

Requests for buy-out/release time as matching funds must be approved by the Dean prior to submission. Faculty receive the release as indicated in the grant proposal, once it is funded in accordance with the outline in the funded proposal. The grant proposal, when submitted to the Dean's office for approval, should clearly indicate what the faculty member's buy-out time is to be spent doing.

- *Course releases granted as a result of previous overloads*

Non-tenure track permanent faculty teaching above 15 contact hours must take this as overload compensation; they are not permitted to bank hours for later releases.

- *Other*

Other situations may be considered for course release provided that there is adequate coverage for courses. These will be considered on a case-by-case basis and require the approval of the Dean. In most cases, the Provost will need to approve these releases. The Department Head will work with the Dean to determine whether the release should be granted. Releases must be requested each semester as approvals do not carry over.

For releases where the faculty member requests time to work on a specific project, the faculty member must request the release from his/her Department Head and provide documentation of the work to be accomplished. The burden of proof is on the faculty member to show that this work is “above” the amount of time available to the faculty member as part of his/her regular scholarly, teaching, and service pursuits (as detailed in the faculty handbook 107.6.2). A final report of the work must be submitted to the Dean’s office at the end of the semester.

Other types of releases may be granted under special circumstances, in consultation with the Dean’s office. In general, no more than 1-2 releases of this type will be granted in the **entire** College each semester. Some possible examples (not inclusive):

- Serving as a PI on a grant where course releases have not been directly requested but it is judged at a later time to require work during the academic year (i.e. PI or Co-PI is no longer at Armstrong)
- Serving as an editor of a national journal with significant responsibilities

**Temporary faculty:**

The normal teaching load of a temporary instructor is 15 contact hours per semester. Temporary faculty are not eligible for course releases.

Temporary faculty teaching more than 15 contact hours must take this as overload compensation; they are not permitted to bank hours for later releases.

**Workload policy for large lecture sections (applies to all faculty, regardless of rank or tenure/tenure-track status):**

Departments may choose to teach large lecture sections as needed provided that such sections are deemed appropriate in the educational mission of the Department and the Department/faculty can prove that the learning outcomes of the course are being met in the larger section.

The following guidelines apply to large sections for all faculty:

For a 3 credit hour course (3 contact hours in the classroom):

Class Size: 0-up to 50 students	3 contact hours
Class Size: 50-70 students	4 contact hours
Class Size: 71-89 students	5 contact hours
Class Size: 90 and higher	6 contact hours

For 4 credit hour courses, then add one hour to each of the numbers above.

These numbers reflect the minimum numbers that generate extra compensation, however, each department may set higher numbers to accommodate student needs or typical classroom design. Any lowering of the minimum classroom size numbers above must be approved by the Dean.

**Hours may be used via one of 3 options:**

Option 1: banked toward release as described above. Temporary faculty may not use this option.

Option 2: used to make the 12 hour load in the current semester (or 24 hour load in the current academic year)

Option 3: used to provide overload compensation (if teaching 15-18 contact hours or higher).