

Teaching Load Reduction Process

(Revised January 29, 1999)

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(Approved COB Faculty, September 29, 2007)

The philosophy of reduction of teaching load is based upon the interest in developing the faculty and in providing a higher quality of teaching. It is contingent upon the approval of the Dean and Provost.

No reduction in load will be made if it jeopardizes the college or conflicts with essential courses that must be offered to serve students.

Reduction will be made upon the recommendation of the department chair and approval of the Dean. Please refer to Faculty Workload Reduction Request Form.

A one-course reduction may be made in a given semester to allow the faculty member an opportunity to enhance his/her intellectual contributions as a part of a faculty development program.

Generally, a one-course reduction per year may be given to faculty who teach a graduate class and are actively engaged in intellectual contributions.

Reduction may be made if course loads result in four course preparations in a given semester.

If possible, reduction of teaching load to three courses per semester may be made for new faculty members in their first year to help them get started.

Reduction may be made to develop new courses or engage in a special project.

Reduction may be made for directing a center.

Recurring reduction in teaching load will depend upon results achieved by the faculty member.

Priority in teaching graduate classes will be given to individuals who hold graduate faculty status.