

Full-Time & Part-Time Faculty Course Load	Procedure Number	624
	Effective Date	September 1, 2019

1.0 PURPOSE

Establish the appropriate course load for UA-PTC faculty members.

2.0 REVISION HISTORY

Adopted on:
 August 2013
 Revised on:
 September 2014
 January 2019

3.0 PERSONS AFFECTED

UA-PTC faculty members

4.0 DEFINITIONS

5.0 PROCEDURES

To maximize our academic resources, each full-time faculty member may (if courses are available) teach a maximum of two courses beyond their mandatory teaching load (including reassigned time) per fall and spring semesters. If the full-time faculty member completes the appropriate professional development training, he or she may teach one additional course per fall and spring semester for a maximum three-course overload per semester.

Adjunct faculty may teach a maximum of three courses per fall and spring semesters.

Summer teaching loads for both full-time and adjunct faculty will not exceed a maximum of six combined courses in the summer, but not more than three courses per four-week summer term.

Online teaching loads will not exceed two courses (excluding course overloads) per fall and spring semester. During the summer, instructors may teach any combination of online and physical classes (including online only) that conforms to the above summer teaching policy.

Occasionally, special circumstances may arise that will require an instructor to maintain a course load that exceeds the above policies. These exceptions must be approved by the appropriate Dean and the Provost.

At the conclusion of each semester, the Provost will make available to all faculty a summary report indicating, by each academic division, the number of exceptions to the course-load policy approved for that semester.

Full-time faculty overload requests will be given priority over the teaching requests of adjunct faculty. On those occasions when the demand for course overloads by full-time faculty exceeds the availability of courses, assignment of course overloads will be performed

as equitably as possible through a collaborative effort by the Chair of the Department, the Dean, and Provost.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees	August 2013
Ratified by:	PTC Policy Review UA-PTC Policy Review	September 2014 January 2019
Recommended by Chancellor (Signature)	Margaret Ellibee	August 2019
UA Policy Alignment		

