



**POLICY STATEMENT 46**  
**GUIDELINES FOR FACULTY WORKLOADS**

**POLICY DIGEST**

Primary Monitoring Unit: Academic Affairs

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Reviewed by Academic Council on May 19, 2022 – no changes

**I. REGULAR SEMESTER FULL-TIME FACULTY WORKLOAD**

- A. A minimum workload for full-time faculty during a regular semester is generally considered to be twelve credit hours or sixteen contact hours. Faculty with a minimum workload are eligible for benefits and compensated at 80% of salary.
- B. A maximum workload (without extra compensation) for full-time faculty during a regular semester is generally considered to be fifteen credit hours or twenty-one contact hours. As many as sixteen credit hours or twenty-four contact hours may constitute an approved workload when:
  - 1. teaching assignments are limited to four lecture courses.
  - 2. a workload is partially composed of "individual study" or "topics" courses.
  - 3. teaching assignments include one or more low-enrollment courses.
- C. Workloads for faculty teaching in allied health disciplines will conform to nationally accepted good practices.
- D. Other Variables. Within the limits described in Part I, teaching assignments should take into account the following variables:
  - 1. specific time requirements of assigned courses
  - 2. projected course enrollments
  - 3. new preparations
  - 4. number of preparations
  - 5. non-teaching assignments
  - 6. travel to off-campus locations

34 **II. SUMMER SESSION FACULTY WORKLOAD**

35 A. The summer workload for full-time faculty members is generally considered to be nine  
36 credit hours.

37 B. One lecture hour constitutes one credit hour.

38 Laboratory and activity equivalent contact hours are usually determined on the basis of 2/3  
39 credit per clock hour of laboratory.

40 **III. SUMMER SALARY SCHEDULE**

Faculty Rank	Rate/1 Cr. Hr.	Rate/3 Cr. Hr. Course	Rate/6 Cr. Hr.	Rate/9 Cr. Hr.
Instructor	\$650	\$1,950	\$3,900	\$5,850
Assistant Professor	\$700	\$2,100	\$4,200	\$6,300
Associate Professor	\$750	\$2,250	\$4,500	\$6,750
Professor	\$800	\$2,400	\$4,800	\$7,200

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42 **IV. EXTRA COMPENSATION FOR FULL-TIME FACULTY**

43 A. Extra compensation for workloads that exceed the maximum full-time workload  
44 described above is computed using the salary schedule below.

45 B. Salary:

Rank	Rate/1 Cr. Hr.	Rate/3 Cr. Hr. by Highest Degree
Doctorate or Terminal Masters	\$650	\$1,950
Masters	\$600	\$1,800
Bachelors or less	\$567	\$1,700

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47 **V. COMPENSATION FOR PART-TIME FACULTY**

48 A. Compensation for each course taught by Part-Time Faculty is computed using the salary  
49 schedule below.

50 B. Salary:

Rank	Rate/1 Cr. Hr.	Rate/3 Cr. Hr. by Highest Degree
Doctorate or Terminal Masters	\$650	\$1,950
Masters	\$600	\$1,800
Bachelors or less	\$567	\$1,700

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