

## **Policy on Teaching Loads and Service and Research Assignments**

Approved by the College of Education Faculty, April 13, 2007

1. Guidelines for determining assignments in the College of Education are informed by state statute (Sec. 240.243, F.S.), the Collective Bargaining Agreement (Art. 9), the College Mission, state and national accreditation standards, and USFSP policies, as stated on the Academic Affairs Website:

Full-time faculty must have a minimum assignment of 12 contact hours of instruction in front of a class or the equivalent in other assigned duties and responsibilities. The 'or equivalent in other assigned duties' may include effort assigned to other responsibilities such as research, advisement, service, governance, etc. Thus not all faculty members must teach 12 classroom contact hours. The percentage of effort assigned for teaching may not exceed 8.33% per 1 hour of classroom contact (for example, 25% for a 3-credit classroom course).

While it is not unreasonable to expect that instructional activities may typically account for 75% of aggregate faculty effort at the college level, greater proportional balance may be justified in academic units with unique missions, such as the service demands of faculty in the College of Education for field work, practica and internship placement and supervision, faculty advising, program approval folio preparation, and national accreditation.

2. In the College of Education, general guidelines for the 12 contact hours are as follows.

- Teaching assignments during the academic year comprise three classes one semester and two classes the other semester for non-tenured, tenure-earning faculty members, with the balance of the time distributed between research and service, with sufficient time assigned for research for non-tenured faculty members to meet their research and publication requirements to earn tenure.
- Teaching assignments during the academic year comprise three classes each semester for tenured faculty members, with the balance of the time distributed between research and service.
- Teaching assignments during an academic year comprise three classes or four classes each semester for non-tenure track faculty members, based on the needs of the college or program.

The CBA declares that the normal teaching load is 12 contact hours per semester unless contractually obligated to a different level. A contact hour is defined as the number of lecture hours committed to a given course (generally equivalent to the number of credit-hours awarded to the student). In the case of laboratory and field-oriented classes, three hours of lab/field time = 1 contact hour (hence, the usual one student-credit hour for lab courses).

## INSTRUCTION

One contact hour will be awarded for each lecture hour committed to a given class (i.e., a three-credit class= three contact hours) For interdisciplinary classes taught by several faculty, credit hours would be allocated based on faculty contribution to the class, such as one credit hour each to one of three faculty members team teaching a three-credit class. The percentage of effort assigned for teaching may not exceed 8.33% per 1 hour of classroom contact (for example, 25% for a 3-credit classroom course).

- One contact hour will be awarded for the supervision of every two students enrolled in the level three or final internship. (Note: According to NCATE, six interns comprise the equivalent of a course).
- Course loads for non-tenured, tenure-earning faculty will be 3/2. For tenured faculty, they will be 3/3. Non-tenure earning faculty will teach 3 or 4 courses in a given semester. (Note: Other assigned duties, such as advising, service, and recruiting are also taken into account in calculating faculty loads. For example, non-tenure earning and/or tenured and tenure-earning faculty who have assigned time for advising or college service, etc., will have a decreased teaching load based on the percentage assigned to other duties.)
- One contact hour will be awarded for the supervision of two students in their final internship or culminating practicum experience. (Note: NCATE defines the supervision of six interns in their final internship or administrative practicum as the equivalent to one course load).
- One contact hour will be awarded for the supervision of three students in their Level I internship or initial practicum experience.
- One contact hour will be awarded for the supervision of 2.5 students in their Level II internship or intermediate practicum experience.

## ADVISING

- A 25% assignment, or 3 contact hours, will be assigned for serving as a faculty advisor to undergraduate or graduate students in a given program, which includes advising, recruitment, and retention activities.

## RESEARCH

In order to obtain tenure, promotion, and merit pay increases, tenure-track faculty members are contractually obligated to maintain a research program and service commitment to the academic community.

- Non-tenured, tenure-earning faculty are assigned a minimum of a 25% assignment, or 3 contact hours, a semester for research. Research assignments for tenured faculty range between 10% and 25% assignment each semester, negotiated on a case by case basis consistent with the proposed research activity and the faculty member's teaching obligations in a given semester.

Research assignments for non-tenure earning faculty are not contractually obligated and are negotiated on a case-by-case basis.

### **SERVICE**

- Service assignments in the College of Education will be awarded for service activities in support of the mission of the college and the university. The percent assignment for service is negotiated and typically ranges between 5% and 25% depending on the time commitment required and the faculty member's teaching and advising responsibilities in a given semester. Specific service activities may be designated by the amount of time in a given semester required for a particular service activity. For example, service activities could be identified as Extensive (E=activities taking 45 hours or more), Moderate (M=activities requiring 16 - 44 hours of service in a given semester), and Low (L=service activities requiring 15 hours or less). These designations do not necessarily correspond to the contact hours involved in the service activity but can be used to designate the extent of the service commitment. (Note: Depending upon available resources, faculty involved in extensive service activities critical to the mission of the college that do not appear on their faculty assignments, such as folio development, may receive additional compensation for their service.)