



## **AC-F-10.V01: TEACHING LOAD POLICY**





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**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

### 1. PURPOSE

This policy describes the teaching load at HBKU.

### 2. POLICY DESCRIPTION

This policy articulates the teaching load guidelines for faculty members at HBKU.

#### 2.1 DEFINITIONS

- **Teaching Load:** Refers to the classroom teaching hours.
- **Work Load:** The workload encompasses, albeit not limited with, teaching, administration, advising, research, service to the University, profession and community, and other duties.

#### 2.2 POLICY STATEMENTS

1. The annual teaching load for a faculty member is normally three (3) courses per academic year. Such load may be adjusted according to the college teaching needs.
2. The supervision of Master and PhD theses is considered, in part, as a component of the teaching load.
3. In special circumstances, the College Dean or Department/Division Head may assign a teaching overload to a faculty member ensuring that the overload does not negatively impact overall faculty/college research productivity.
4. The President, Provost, Vice Presidents, Associate Provosts, and Deans are exempt from all teaching duties. Associate Deans and Department Heads/Divisions will have a reduced teaching load as compared to regular faculty.
5. The teaching load for fixed term faculty is determined at the time when the contract is signed.
6. The credit hours for team taught courses will be divided between the instructors.
7. The Department/Division Heads/Department Chairs shall put their best efforts to schedule credit hours evenly between semesters and between faculty members.
8. Faculty members who served in a senior administrative position for a full term have a reduced load when returning to the department for a period of one academic year.

### 3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee, the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

#### 3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students





## HBKU Academic Policies Manual

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### 4. UPDATES

| SUMMARY OF CHANGES |         |        |
|--------------------|---------|--------|
| Date               | Section | Change |
|                    |         |        |

### 5. ACCOMPANYING PROCEDURE

