

## ACADEMIC AFFAIRS POLICY LETTER

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### ANNUALIZED WORKLOAD FOR INSTRUCTIONAL FACULTY:

July 25, 2007

**98:1 REVISED**

1. All examples will be based on a standard workload of 24 semester hours per academic year, excluding Summer (recognizing the differences between colleges and between departments within colleges, 24 hours shall neither be a minimum nor a maximum).
2. No more than two-thirds ( $2/3$ ) of an annual workload will be assigned in any one semester unless the member agrees. On a semester hour basis, where 24 hours is the standard workload, sixteen (16) semester hours would be two-thirds ( $2/3$ ) of an annualized load.
3. A member with a full workload, including released time, may teach a maximum of five (5) overload credit hours per semester under this policy.
4. If the department head/chair can document to the dean that a faculty member in his or her college will be assigned and has agreed to teach an overload in the fall semester and will have a full load or an overload in the spring semester, the fall overload will be paid during the fall semester.

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