

## **ANNUALIZED WORKLOAD FOR INSTRUCTIONAL FACULTY GUIDELINES**

1. 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.
2. A member with a full workload, including released time, may teach a maximum of (6) overload credit hours per semester.
3. If the department head/chair can document to the dean that the 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 may be paid during the fall semester.