



WORKLOAD/OVERLOAD POLICY

The following policies relating to workload and overload are followed when making decisions about teaching loads:

- 1) In any given semester, a faculty member's total teaching load in all the academic units [Undergraduate Studies, the School of Continuing Education, and Graduate Studies] cannot exceed fifteen (15) hours. Courses taught outside the full-time day program are assigned by the respective Dean according to the policies of that school and are compensated by separate contracts.
- 2) In the full-time day program, the minimum class size needed to run a course is seven (7) students, although under special circumstances smaller classes may need to run.
- 3) In determining overload compensation, the Office of Academic Affairs considers a faculty member's entire course load for the semester and when one or more courses do not meet or exceed minimum class size, overload compensation will be determined at the normal independent study rate (\$500 per student).
- 4) Workload equivalencies for tutorials, practica, research students, etc. vary from one department/program to another and have been developed in consultation with chairs and directors over time.
- 5) The compensation for a course overload has been raised to \$3,500 as of 1/1/2006. In addition, compensation for individualized instruction (e.g., independent study, internships) and for courses with low enrollment has increased to \$500 per student as of 1/1/2006.

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