

## CBPA Faculty Workload Policy (January 17, 2007)

All teaching load releases need the approval of the Department Chair and the Dean. Depending on the specific situation, teaching load releases may be banked or de-banked with the agreement of the faculty member, department chair, and the Dean.

1. Tenure track/Tenured faculty  
The maximum teaching load is 12 hours per semester, requiring no more than two separate class preparations. The minimum teaching load is 6 hours per semester. Any exceptions to these parameters are appropriate only in extraordinary situations.
2. Graduate Program Directors (GPD)  
Teaching load reduction ranges from 3 to 6 hours/year. The release depends on the number of students in the program and the duties of the GPD.
3. Teletechnet course for first time  
Teaching load reduction of 3 hours (in one semester).
4. Chairs/Coordinators  
Teaching load reduction of 3 hours/semester.
5. New Hires- tenure track  
Teaching load would be 6 hours/semester for at least one year.
6. Mega sections  
Teaching load reduction of 3 hours (implies that the faculty member is teaching the equivalent of 6 hours). A mega section is defined as 100 or more students. In cases where actual enrollment falls below 100, the Instructor may bear the risk that the course release will *not* be granted or will be made up in a later semester.
7. CAP Coordinators  
Teaching load reduction of 3 hours for at least 12 students or a minimum of 36 SCH.
8. Undergraduate Advisors  
Every discipline should have a Chief Departmental Undergraduate Advisor (CDA). If a discipline has up to 75 majors, the CDA will receive a 3-hour load reduction per year. The CDA will receive a maximum load reduction of 3 hours per semester.
9. Research Productivity  
Faculty who are highly productive in research may receive a 3 to 6-hour teaching load

reduction per semester. Highly productive implies publication outlets of high academic quality, as well as quantity.

10. Special Service

Appropriate hours of teaching load release.

11. Directors of Centers/Programs

Appropriate hours of teaching load release  
Dean's decision (In consultation with  
Department Chair as appropriate.)

12. Journal Editors

Faculty who act as editor in chief of a  
prestigious<sup>1</sup> and established academic Journal  
(i.e., A Journal with more than 5 years of  
circulation/A journal of a Professional  
Association/Academy ) receive a 3 hours  
teaching load reduction per year.

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<sup>1</sup> Prestigious implies that the reputation of the college would be enhanced by association with the journal.