

**POLICY NO. 106**

**Area: ACADEMIC AFFAIRS**

*Original signature on file in  
Administration and Finance*

Date Adopted: June 21, 2019

Certified By: \_\_\_\_\_  
Cynthia Jackson-Hammond  
President, Central State University

Revisions Approved: \_\_\_\_\_

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**Subject: FACULTY WORKLOAD POLICY**

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*Effective Fall Semester 2019*

**POLICY**

**I. Regular Full Time Workload**

The full-time faculty work load shall be 24 credit hours per academic year. Summer teaching assignments shall not count towards the regular workload and shall be calculated and compensated separately from the fulltime workload.

For courses meeting the minimum enrollment number as set by the registrar, the credit hours shall be the number of credit hours listed in the course catalog. For under enrolled courses the credit hours shall be prorated to reflect the number of students in the class. All under enrolled classes must be approved by the Department Chair, Dean and Provost and prior to approval faculty and the registrar should endeavor to avoid under-enrollment by combining sections or though other means when possible.

There may be times when a faculty member is observing student course content (i.e.: student teaching, research etc.) or when a faculty member is assisting with an independent study course for a student or students. In such situations the faculty member will be credited .5 credit hours per student observation or independent study. This section is only applicable to observation of courses research or other activities which result in credit hours for the student.

The supervising administrator may combine the lecture component of courses where educationally sound. In such cases, the combined course sections will be scheduled simultaneously in the same space. When the lecture portion of the same course are combined, the faculty member will be credited with one lecture section for purposes of calculating workload. Supervising administrators will endeavor to rotate assignments to teach combined courses among available faculty so as to avoid inequities in workload.

**II. Overload and Adjunct Teaching Hours**

A. Full Time CSU Faculty

1. Fulltime CSU faculty may teach a maximum of 6 credit hours or 2 classes (whichever is greater) beyond the normal workload of 12 hours per semester. The total must include the normal teaching load, overload teaching on the main campus and/or at CSU -Dayton, and teaching at other institutions.
2. For fulltime faculty with released time, the credit hour equivalency of the released time must be included in the 18 hour limit per semester. Additionally, all released time must be specifically stated on a PAF or other written documents and approved by the Department Chair, Dean and Provost. Title or common practice will not be used to determine the amount of released time and/or compensation.
3. Payment for overload teaching will be made at the end of each Spring Semester, and be based on the actual number of credit hours in excess of normal teaching load of 24 hours per year.
4. Any exceptions to the policy must be approved in writing in advance by the Dean and Provost.

B. Fulltime CSU Administrators and Staff

1. Full time CSU administrators and staff may teach up to six hours or two courses (whichever is greater), with prior approval of the supervisor. If the courses(s) occur during the individual's normal work hours, the *Approval Form for Fulltime CSU Employees who Teach as Adjuncts* must be completed and attached to the EAF. In such cases, supervisors of administrators or staff must ensure that they make up the hours lost to the classroom. If the administrators or staff member is paid from restricted funds approval to teach must also be secured from the Office of Sponsored Programs and Research and/or the Title III Director, as appropriate.
2. Administrators and staff working on supplemental contracts must count the credit hour value of that work against the six hour adjunct teaching limit. For example, if a staff member is already employed under a supplemental contract requiring three hours per week beyond the normal work hours; adjunct teaching must be limited to three hours, bringing the employee to the limit of six hours
3. Any exceptions to the policy must be approved in writing in advance by the Dean and Provost.

C. Adjunct Faculty not otherwise employed at Central State University

1. Adjunct faculty employed full time in nonteaching positions elsewhere may teach a maximum of 9 credit hours per semester at CSU.
2. For adjunct faculty teaching at one or more other institutions, assigned teaching at CSU must not cause the combined teaching load for all institutions to exceed 18 credit hours per semester.
3. Any exceptions to the policy must be approved in writing in advance by the Dean and Provost.

D. All approvals referenced in the section must be obtained prior to the teaching of the course or courses to be eligible for compensation.

E. All credit hour calculations referenced in Section I shall also be applied to this section.