CAS Policy on Balancing of Teaching Loads

According to IRS regulations related to deferred compensation, regular full-time faculty in CAS and across the University are bound to satisfy their entire contractual teaching load during the Fall/Winter semesters of an academic year. For tenure-track faculty this normally constitutes eighteen credits; for full-time Lecturers this normally constitutes twenty-four credits.

In the past, several departments in CAS have been granted flexibility in balancing their teaching loads over more than one academic year with the understanding that a good-faith effort be made to balance teaching loads within a two-academic-year period.

There are several good reasons why this flexibility was allowed. Instructional hours associated with laboratory courses vary from the more typical three instructional hours per week associated with lecture courses. Also, several departments offer four credit courses rather than three as their standard service and major courses. There are one credit seminars in many departments, sometimes co-taught by two faculty members, each receiving 0.5 credits towards their teaching load. Thus, sometimes arranging for 9 instructional credits per semester is not feasible.

In order to satisfy the spirit of the IRS and University policies, as well as accommodate the diversity of instructional courses for faculty within an academic year, we propose the following policy:

1. The Department Chair will strive to have each faculty member teach his/her entire teaching load during the combined Fall/Winter academic year.
2. In exceptional cases the Department Chair may request from the Dean an overload of not more than 2 credit hours per academic year. If approved, the faculty member will be compensated with 1/27th of his/her salary per credit hour.
3. The Department Chair may request approval of an uncompensated overload of not more than 1 credit hour for an academic year for the faculty member. If approved by the Dean, the faculty member will have a 1 credit hour underload in their following academic year. The agreement will state that if the faculty member is no longer teaching at the university in the following academic year, the faculty member will not claim payment for the uncompensated overload.
4. Emergency circumstances that would require deviations from these guidelines will be considered case by case.
5. This policy does not address circumstances that occasionally lead to course overloads of three or more credit hours.

Revised: 11-1-11