

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

**Guidelines to Govern Workload Assignment of
Faculty Members**

**2-001
ACADEMIC AFFAIRS
July 2009**

POLICY

- 1.01 Full-time employees in the faculty classification (excluding Division Chairs) are employed for an on-campus schedule with flexibility to meet the needs of the instructional programs resulting in a Monday through Friday weekly on-campus obligation of a minimum of thirty-five (35) hours per week.
- 1.02 Fifteen (15) semester credit hours or equivalent is considered a full-time teaching assignment per academic term. The Executive Vice President for Academic Affairs must approve all deviations which fall below the minimum.
- Up to three (3) credit hours may be subtracted from the minimum assignment for a faculty member who has specific curriculum development responsibilities.
 - Up to three (3) credit hours may be subtracted from the minimum assignment of a faculty member where assignment circumstances make the minimum assignment unusually heavy.
 - Up to three (3) credit hours may be subtracted from the minimum assignment of a faculty member who has been assigned supervisory or other non-teaching responsibilities.
 - Up to six (6) credit hours may be added to the minimum assignment for a faculty member whose assignment involves largely or exclusively supervision of laboratory/shop classes or internships.
- 1.03 Twelve (12) semester credit hours or equivalent is considered a full-time teaching assignment per academic term for faculty teaching coursework within a baccalaureate degree program. This is to allow time to engage in appropriate scholarly activities.
- 1.04 Teaching load is determined by each Division Chair with concurrence of the Executive Vice President for Academic Affairs.
- 1.05 In the event a Division Chair takes responsibility for teaching a course, no overload pay or compensation shall be given.

Effective: December 1, 1987
Revised: February 12, 1993
Revised: March 26, 1993

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