**Teaching Load Policy**

The normal semester teaching load is considered to be 24 semester credit hours per academic year for full-time faculty. This may vary on occasion due to fluctuations in enrollment and other factors. Special formulas are used to convert such classes as physical education and applied private music into credit hour equivalents. Since the demand for some courses is greater, it is inevitable that some loads will be greater than others. Adjustments for special responsibilities or assignments will be determined by the Provost & Vice-President for Academic Affairs in consultation with the individual faculty member involved and the recommendation of the respective academic dean.

The following dates are used to determine which contract period a course counts toward a teaching load:

Fall teaching Load: August 1-November 30
Winter interim: December 1-31
Spring teaching Load: January 1-April 30
Summer interim: May 1-July 31

The course start date is the determining factor of when the load applies. For example, as long as a course begins in July, it counts as a summer interim course, even if it ends in August.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 7.04.4
Policy Revised:*