



Teaching Workload Policy for Faculty

Approved by CoB Faculty - August 16, 2017

This Workload Policy establishes guidelines for determining the teaching workload of participating and supporting faculty members in The J. Whitney Bunting College of Business.

Participating faculty members support the College's teaching mission, and engage in multiple other activities, such as: serving on departmental/school/university committees, maintaining academic qualifications, advising students and/or student organizations, and completing discipline-related service. They are expected to maintain academic or professional qualifications, provide effective teaching, and complete service obligations, regardless of teaching load. Participating faculty should normally have no more than two course preparations in a single semester, subject to resource limitations and course coverage needs in departments.

Supporting faculty members primarily focus on teaching responsibilities, such as classroom coverage and office hours. Normally, they do not engage in non-teaching activities such as advising or committee service. They are expected to maintain academic or professional qualifications and provide effective teaching. Teaching workloads for supporting faculty, including temporary lecturers and executives in residence, vary by individual contract agreement.

Workload Eligibility

Production of refereed journal articles determines teaching workload for participating faculty. Normally, workload is not modified for service. Workload is not modified for other intellectual contributions such as textbooks, refereed proceedings, or published cases. Peer-reviewed publications appearing in journals on the College of Business journal list are acceptable for meeting this guideline.

Workload and Research Productivity

Participating faculty in the College are eligible to receive a workload of:

- Three courses per semester for both full semesters of an academic year (i.e., a 3/3 load) if they publish, or have accepted, three refereed journal articles during the prior five years, as of June 1st of each year; or
- Four courses in one semester and three courses in the other semester of an academic year (i.e., a 4/3 load) if they publish, or have accepted, two refereed journal articles during the prior five years, as of June 1st of each year. The additional course will be taught during the upcoming academic year; or
- Four courses for both regular semesters of an academic year (i.e., a 4/4 load) if they have published less than two refereed journal articles during the prior five years, as of June 1st of each year. The additional course will be taught during the upcoming academic year.

Newly hired tenure-track participating faculty receive a 3/3 load during their first three years in the College to support development of a stream of intellectual contributions. At the end of year three, those with at least one peer reviewed journal article maintain a 3/3 load, otherwise their maximum teaching load in year four is 4/3. At the end of year four, those with at least two peer reviewed journal articles maintain a 3/3 load, otherwise their maximum teaching load in year

five is 4/3. After the completion of year five they are subject to the standard conditions of this workload policy.

Administrators who step back into a faculty position will have two years to meet the requirement of three refereed journal articles during the prior five years.

Workload is subject to the following limitations:

- Departments must be able to cover the required number of course sections for timely graduation of students and section sizes that are consistent with our teaching mission.
- Workload must be supportable within each year's budget constraints.

Implications

Department Chairs ensure equitable workload assignments within departments. The Chairs, in collaboration with the Dean, ensure equitable workload assignments across the College.

The College values learning and pedagogical scholarship, discipline-based scholarship that adds to the theory or knowledge base of a field, and contributions to practice that influence professionals in that field. Given our mission, faculty scholarship in the College will emphasize contributions to practice, and learning and pedagogical scholarship.

Workload is designed to support promotion and tenure, but qualifying for a specific workload does not guarantee promotion or tenure.

With the exception of newly hired participating faculty, workload determination is made in recognition of research productivity, not in anticipation of research productivity.

This workload policy does not govern summer teaching, which is at the discretion of individual departments, and subject to University resource constraints.

It is the policy of the Board of Regents of the University System of Georgia (BOR policy manual, Section 300: Academic Affairs) that prescribing teaching load is an institutional decision made by presidents, deans, and faculty members.

