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## ASUN Operating Procedure – 2012

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### Operating Procedure Synopsis

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**Title:** Faculty Course Load Determination

**Approval Date/Revision Date(s):**

**Review Date(s):** 3/2018, 2/2019, 2/2020, 2/2021

**Executive Cabinet Liaison:** Vice Chancellor for Academic Affairs

**Responsible Manager:** Academic Dean or designee

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### A. Purpose and Scope

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This operating procedure defines the process for establishing the minimum and maximum course load for a faculty member as well as determining and approving if a faculty member's load should exceed the maximum allowed or fall below the minimum allowed. Departments/individuals responsible for the fulfillment of this operating procedure include Academic Affairs, Academic Deans, and Designees.

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### B. Definitions

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**Course Load:** The total number of course hours a faculty member is assigned each academic term.

**Course Credit Hour:** The designated unit of measurement assigned to a course regarding the number of hours of course activity required for a course section each week and academic term.

a. The number of hours assigned to each course is designated in the ASUN Course Catalog.

**Release Time:** This refers to hours and compensation designated to a faculty member who has been assigned, at the approval of the appropriate Dean and VCAA, to work on a project outside of their normal responsibilities.

**Academic Term:** The length of calendar days designated each academic calendar year within which courses are conducted.

a. Fall Semester: This term is typically conducted during the months of August through December each academic year, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.

b. Spring Semester: This term is typically conducted during the months of January through May, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.

c. Summer I Term: This term is typically conducted during the month of June, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.

d. Summer II Term: This term is typically conducted during the month of July, with specific start and end dates determined and approved by the Chancellor and Executive Cabinet each academic year.

\*All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

- e. Intersession or Special Term: The addition and length of an Intersession or Special Term is based upon program and/or departmental needs and is subject to the approval of the Chancellor and Executive Cabinet.

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## C. Procedures

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### 1. General Education

#### a. Part-time Faculty

- i. The assignment of course credit load to part-time faculty members is contingent on departmental need for part-time faculty and at the discretion of the Dean of General Education.
- ii. The maximum course credit load for a part-time faculty member is 9 course hours for each Fall and Spring academic term and 9 credit hours for Summer I and Summer II terms combined.
- iii. Part-time faculty members cannot be assigned additional hours beyond the maximum 9 hours for any Fall or Spring term or Summer I and II terms combined and 4 hours per special term, except in special circumstances, which warrants approval by the Chancellor and VCAA.

#### b. Full-time faculty members will be assigned a minimum course load of 15 course credit hours for each Fall and Spring term.

- i. A full-time faculty member may be approved a course credit load of less than 15 credit hours for a Fall or Spring term in the case of that faculty member being assigned to a special project and/or release time.
- ii. Full-time faculty members will not be assigned a course credit load exceeding 22 credit hours for a Fall or Spring term.
- iii. Under extenuating circumstances related to enrollment and course scheduling, and at the approval of the faculty member, appropriate dean, and the VCAA, a faculty member may be assigned a course load greater than 22 course credit hours. However, this should only be practiced in a period of great circumstance and need and only after other options to assign courses have been exhausted.
- iv. Full-time faculty members on 9 month appointments are not required to be assigned a course load during the Summer I and Summer II terms or any special terms, as these terms fall outside of a 9-month faculty member's contractual obligation.
- v. Full-time faculty members who report their willingness to be assigned a course load during the Summer I, Summer II, and Intersession or Special terms will be given first availability of course assignments as long as the faculty member is in good-standing with the college; however, the assignment of a course load during the Summer I and Summer II terms is not guaranteed.
- vi. Full-time faculty members will not be assigned more than 16 course credit hours for the Summer I and Summer II terms combined.
- vii. Full-time faculty members will not be assigned more than 4 credit hours for a special term.
- viii. Under extenuating circumstances related to enrollment and course scheduling, and at the approval of the faculty member, appropriate dean, and the VCAA, a faculty member may be assigned a course load greater than 16 course credit hours during the summer terms. However, this should only be practiced in a period of great circumstance and need and only after other options to assign courses have been exhausted.

- ix. Any course credit hours related to release time assigned to a faculty member will be considered a part of the total course credit hours of course load for that faculty member.
2. Applied Sciences
- a. Part-time Faculty
    - i. The assignment of course credit load to part-time faculty members is contingent on program need as determined by the appropriate dean.
    - ii. If load is based on semester credit hours, the maximum load for a part-time faculty member is 9 semester course credit hours for each Fall and Spring academic term and 9 hours for Summer I and Summer II terms combined, and 4 hours per Intersession or Special term.
    - iii. The maximum weekly load for part-time faculty that are paid by the hour based on a time sheet source document will be 29 hours.
  - b. Full-time Faculty
    - i. Full-time faculty members will be assigned course credit load each Fall and Spring term based on the needs of their program.
    - ii. If course load is below 20 semester credit hours, full-time faculty may be assigned additional duties or projects as determined by the appropriate dean and the VCAA.
    - iii. Full-time faculty course load should not exceed 29 semester credit hours for a Fall or Spring term and 4 course credit hours per Intersession or Special term without the approval of the appropriate dean and the VCAA. Program needs and class size may be considered as extenuating circumstance.
    - iv. With the approval of the Vice Chancellor for Academic Affairs, a full-time faculty member may be assigned overload if their course load is greater than 29 semester credit hours and they are required to teach a course(s) not within their normal work schedule.
3. Nursing and Health Professions
- a. Part-time Faculty
    - i. The assignment of course credit load to part-time faculty members is contingent on program need as determined by the appropriate dean.
    - ii. If load is based on semester credit hours, the maximum load for a part-time faculty member is 9 semester credit hours for each Fall and Spring academic term, 9 course credit hours for Summer I and Summer II terms combined, and 4 course credit hours per Intersession or Special term.
    - iii. The maximum weekly load for part-time faculty that are paid by the hour based on a time sheet source document will be 29 hours.
  - b. Full-time Faculty
    - i. Full-time faculty members will be assigned course load each Fall and Spring term based on the needs of their program.
    - ii. If course load is below 20 semester credit hours, full-time faculty may be assigned additional duties or projects as determined by the appropriate dean and the VCAA.
    - iii. Full-time faculty course load should not exceed 29 hours for a Fall or Spring term without the approval of the appropriate dean and the VCAA. Program needs and class size may be considered as extenuating circumstance.
    - iv. With the approval of the Vice Chancellor for Academic Affairs, a full-time faculty member may be assigned overload if their course load is greater than 29 semester credit hours and they are required to teach a course(s) not within their normal work schedule.

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**D. Related Information**

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General Education courses must have a minimum number of 8 students enrolled to be calculated in load, unless pre-approved by the VCAA prior to the first day of classes in any term. Lower enrollment courses may be counted based on special circumstances.

Technical and occupational courses may vary depending on space, program requirements, safety restrictions, and accrediting/licensing requirements.