



## POLICY STATEMENT 46 GUIDELINES FOR FACULTY WORKLOADS

### POLICY DIGEST

Primary Monitoring Unit: Academic Affairs  
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## I. REGULAR SEMESTER FULL-TIME FACULTY WORKLOAD

- A. A minimum workload for full-time faculty during a regular semester is generally considered to be twelve workload hours or sixteen contact hours. Faculty with a minimum workload are eligible for benefits and compensated at 80% of salary.
- B. A maximum workload (without extra compensation) for full-time faculty during a regular semester is generally considered to be fifteen workload hours or twenty-one contact hours. As many as sixteen credit hours or twenty-four contact hours may constitute an approved workload when:
  1. teaching assignments are limited to four lecture courses.
  2. a workload is partially composed of "individual study" or "topics" courses.
  3. teaching assignments include one or more low-enrollment courses.
- C. Workloads for faculty teaching in allied health disciplines will conform to nationally accepted good practices.
- D. Other Variables. Within the limits described here, teaching assignments should take into account the following variables:
  1. specific time requirements of assigned courses
  2. projected course enrollments
  3. new preparations
  4. number of preparations
  5. non-teaching assignments
  6. travel to off-campus locations
- E. One lecture hour constitutes one workload hour. In the Division of Arts and Sciences, one lab contact hour constitutes one workload hour.

- F. Activity equivalent contact hours are usually determined on the basis of 2/3 workload per clock hour of course.

## II. SUMMER SESSION FACULTY WORKLOAD

- A. The summer workload for full-time faculty members is generally considered to be nine workload hours.

## III. SUMMER SALARY SCHEDULE

Faculty Rank	Rate/1 WL. Hr.	Rate/3 WL. Hr. Course	Rate/6 WL. Hr.	Rate/9 WL. Hr.
Instructor	\$750	\$2,250	\$4,500	\$6,750
Assistant Professor	\$800	\$2,400	\$4,800	\$7,200
Associate Professor	\$850	\$2,550	\$5,100	\$7,650
Professor	\$900	\$2,700	\$5,400	\$8,100

## IV. EXTRA COMPENSATION FOR FULL-TIME FACULTY

- A. Extra compensation for workloads that exceed the maximum full-time workload described above is computed using the salary schedule below.

- B. Salary:

Rank	Rate/1 WL. Hr.	Rate/3 WL Hr.. by Highest Degree
Doctorate or Terminal Masters	\$800	\$2,400
Masters	\$700	\$2,100
Bachelor's or less	\$600	\$1,800

## V. COMPENSATION FOR PART-TIME FACULTY

- A. Compensation for each course taught by Part-Time Faculty is computed using the salary schedule below.

- B. Salary:

Rank	Rate/1 WL. Hr.	Rate/3 WL. Hr. by Highest Degree
Doctorate or Terminal Masters	\$800	\$2,400
Masters	\$700	\$2,100
Bachelor's or less	\$600	\$1,800