

**NORTHERN STATE UNIVERSITY  
FACULTY WORKLOAD POLICY  
Effective Fall 2005  
Valid through 2008  
Subject to Board of Regents Change in Policy  
University Faculty Collective Bargaining Agreement 9.2**

The standard two-term workload is presumed to require thirty credit hours of undergraduate instruction, or its equivalent, per academic year. Reasonable release time will be granted to faculty members who actively engage in research, scholarship or creative artistic activity or who actively pursue professional service activities related to their disciplines; ordinarily reasonable release time will involve six credit hours of undergraduate instruction, or its equivalent, per academic year. The institution may adjust this presumed requirement to assure that faculty unit members have adequate time to address their responsibilities for research and scholarship, or service, or as deemed necessary in light of the nature of the instruction that faculty unit members undertake.

For all academic faculty members, the full workload for the academic year shall not exceed 30 academic credit hours with 12 academic credit hours and 3 credit hours of release time as standard for a term. For faculty members who teach graduate numbered courses only (700 level), the full workload for the academic year shall not exceed 24 graduate credit hours with 9 credit hours and 3 credit hours of release time as standard for the term. When the assignment includes dual-numbered courses with both undergraduate and graduate students, the work will be considered to be at the undergraduate level if the majority of students are undergraduates and at the graduate level if the majority of students are graduates. Full workload for faculty teaching both undergraduate and graduate courses as defined above shall be prorated accordingly. In some cases possible assignment to full 30 credit hour undergraduate instruction load may occur for faculty members who consistently fail to meet institutional standards in research, scholarship or creative artistic activity or who alternatively fail to pursue substantial professional service activities related to their disciplines. In other cases a faculty may request, to the appropriate dean of the school or college, a full 30 credit hour undergraduate instruction load in lieu of release time for research, scholarship, creative artistic activity, or substantial professional service activities. In such cases the faculty unit member shall be evaluated solely upon their instructional duties.

Laboratory, private music lessons, studio, clinics, field and activity courses shall be equated on the basis of three contact hours being equal to two academic credit hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered an academic credit hour.

The dean, to keep the number within reasonable limits, will monitor the number of preparations. Six preparations per year shall be considered as the standard. The number of preparations per academic year shall not exceed eight except for private music lessons.

1. When an overload course(s) is assigned in accordance with paragraphs 1 and 2 above, the additional course(s) may constitute an additional preparation.

2. One or more course(s) identified with a single course number and/or course title shall be recognized to be one preparation. For example, if a studio course in art is identified with the same course number or title but provides credit on more than one level, such as Sculpture I, Sculpture II, then these courses will be considered one preparation.
3. An activity course in physical education shall be recognized as one-half preparation.
4. No preparations are recognized in the following instances: (1) A course/activity for which the faculty member is granted a reduction in teaching load. (2) Individual projects or independent study. A record of these projects/independent studies is to be included in the Annual Performance Evaluation (Section B).

An overload shall be defined as a specific assignment approved by the president or a designee and occurring within a faculty member's period of appointment which is in excess of the faculty member's work load as described in paragraphs 1 and 2 as defined above. Overload compensation shall be paid at the designated rate per credit hour. (As defined under summer school workload policy.)

A university supervisor of student teachers may be assigned to supervise up to a maximum of 36 student teachers during the academic year, and be responsible for practicum where applicable. For the purposes of this policy, student teachers are defined as those students teaching full-time in one classroom for an eleven-week period under intensive supervision. Supervision of other student field experiences may be prorated based on the credits received by the students. In making an actual assignment, the coordinator of student teaching shall, in consultation with the student teacher supervisors, take into consideration the number of schools involved and the distances required for travel between the schools.