

Arkansas State University-Jonesboro Shared Governance Proposal

From ASU Faculty Senate

Course Cap Proposal

The Faculty Senate recommends that Section III.b.1 Teaching Load the *Faculty Handbook* be modified to include the following last paragraph.

Issues and contexts such as accreditation, discipline-specific demands of the course content, the amount of student/instructor interaction, graduate or undergraduate course level, laboratory and field/clinical settings, and instructional environments and platforms (face-to-face or online) are among the variables that should be considered when setting enrollment caps on classes. The maximum number of students assigned to course sections is to be determined by the department chair or director in consultation with the faculty and the college dean.

Rationale

Included within the addition

Existing Wording (III.b.1)

III.b.1. Teaching Load:

Teaching load of the faculty is normally twelve hours per semester. Faculty work load also includes research, creative activity, and service. When financial or other circumstances allow, a reassignment of teaching load may be approved by the chair of the department, program director, and/or dean of the college. A primary purpose of such reassignment is to support research and creative activities, but reassignment also may be granted to allow extra time for graduate teaching; department, college, and university committee service; supervision of theses, independent study, and practicum/internships; team teaching; new technology assisted course development; student advisement; program director/coordinator assignments; and other professional duties. To meet specific professional accreditation requirements, a program, department, or college may be authorized to develop exceptions to the normal teaching-load policy. Tenured faculty may also elect, in negotiation with their program director, department chair or dean, to teach additional courses in lieu of research, creative activity, or service.

Faculty and chairs who are appointed for twelve months generally are expected to teach during both summer terms or to perform other duties related to their assignments.

Teaching load for chairs is normally six credit hours each regular semester and three credit hours each summer term. In some cases, responsibilities may be adjusted to provide the opportunity for taking accumulated leave during the summer months.

Teaching load for deans is normally three credit hours per academic year, but may vary according to other duties of the deanship.

Proposed With Additional Wording

III.b.1. *Teaching Load:*

Teaching load of the faculty is normally twelve hours per semester. Faculty work load also includes research, creative activity, and service. When financial or other circumstances allow, a reassignment of teaching load may be approved by the chair of the department, program director, and/or dean of the college. A primary purpose of such reassignment is to support research and creative activities, but reassignment also may be granted to allow extra time for graduate teaching; department, college, and university committee service; supervision of theses, independent study, and practicum/internships; team teaching; new technology assisted course development; student advisement; program director/coordinator assignments; and other professional duties. To meet specific professional accreditation requirements, a program, department, or college may be authorized to develop exceptions to the normal teaching-load policy. Tenured faculty may also elect, in negotiation with their program director, department chair or dean, to teach additional courses in lieu of research, creative activity, or service.

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Issues and contexts such as accreditation, discipline-specific demands of the course content, the amount of student/instructor interaction, graduate or undergraduate course level, laboratory and field/clinical settings, and instructional environments and platforms (face-to-face or online) are among the variables that should be considered when setting enrollment caps on classes. The maximum number of students assigned to course sections is to be determined by the department chair or director in consultation with the faculty and the college dean.

Shared Governance Proposal Review Process

Proposal: 15 SP 01 - Course Cap Proposal		Date Received: January 26, 2015	
+ Is Proposal an SGOC Issue? <div style="text-align: right;">XX Yes ___ No</div> Responsible Assigned Committee: Faculty Handbook Committee		SGOC - Establishes Disposition of Proposal Received - Forwards Proposal to Faculty Handbook Committee	<div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Full Review (64 Business Days)</div> 3 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div>
Type of Review: <div style="text-align: right;">___ Expedited</div> <div style="text-align: right;">XX Full</div> <div style="text-align: right;">___ Extended</div>		Faculty Handbook Committee - Sends Proposal to Constituency Groups for Comments	3 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 30-Jan-15
Handbook Issue: XX Yes ___ No		Constituency Group Chair - Forward constituency group comments to Faculty Handbook	14 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 19-Feb-15
Constituency Groups: <div style="text-align: right;">XX Faculty Senate</div> <div style="text-align: right;">___ Staff Senate</div> <div style="text-align: right;">XX Dean's Council</div> <div style="text-align: right;">XX Chair's Council</div> <div style="text-align: right;">XX SGA</div> <div style="text-align: right;">XX GSC</div> <div style="text-align: right;">XX Vice Chancellor(s)</div>	Approve Y/N	Faculty Handbook Committee - Prepares Final Draft & Sends to SGOC or Recommends Withdraw	14 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 4-Mar-15
		SGOC Sends Final Draft to Constituency Groups for Up/Down Vote	3 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 9-Mar-15
		Consistency Groups Vote & Notify SGOC	14 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 3-Apr-15
		SGOC Tally Votes & Sends Final Report to Chancellor	3 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 8-Apr-15
Notes:		Chancellor - Reviews & Responses	10 Days <div style="background-color: #d3d3d3; text-align: center; padding: 2px;">Due By:</div> 22-Apr-15