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Monday, March 30, 2015

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To: Dr. Tim Hudson, Chancellor
Arkansas State University

From: Jeffrey Pittman, Chair
ASU Shared Governance Oversight Committee

A handwritten signature in black ink, appearing to read "Pittman", with a long, sweeping underline that extends to the right.

Subject: Shared Governance Proposal - 15 SP 01 – A proposal to modify the section of the Faculty Handbook dealing with teaching load



This spring, the ASU Faculty Handbook Committee proposed changes in the ASU Faculty Handbook regarding faculty teaching load. Under shared governance, this proposal was forwarded from the SGOC to the ASU Faculty Senate, Deans Council, Chairs Council, Graduate Student Council, and the Student Government Association. After comments, the Faculty Handbook Committee reported back to the SGOC that all constituency groups involved supported the proposal. The Faculty Handbook Committee believes the universal support removes the necessity for a second round of review and comment, and asks the SGOC to forward this proposal to you as presented below. The proposal rationale is imbedded in the language of the proposal.

The SGOC sends this proposal to you for your consideration.

The following is a comparison between the current ASU Faculty Handbook language and the proposed language. If you are viewing this document in electronic format, you may need to adjust your Word settings for review (select “all markup”). You should be able to see the new language underlined.

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.

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.

Current ASU Faculty Handbook
Section III.b.1 (Handbook pages 58-59)
Existing wording as of March 30, 2015

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Proposed ASU Faculty Handbook Changes
Changes are not noted below – this will be the final version, if accepted.

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