



Faculty Workload Responsibilities Policy & Procedures

1.0 Purpose

- 1.1 To delineate faculty responsibilities within the scope of the employment offer and salary (i.e., workload) and those that extend beyond the scope and salary (i.e., overload) of the employment offer, and to specify the approval steps necessary for overload assignments.

2.0 Scope

- 2.1 The policy applies to all full-time faculty employed in undergraduate and/or graduate activity at AUIB.

3.0 Definitions

- 3.1 Faculty Responsibilities - the various tasks and obligations faculty members are expected to fulfill, including but not limited to teaching, scholarly activity, service contributions, and administrative duties related to the aforementioned.
- 3.2 Workload - the specific allocation of the various tasks and obligations faculty members are expected to fulfill, including but not limited to teaching, scholarly activity, service contributions, and administrative duties related to the aforementioned. This is set by the offer of employment letter.
- 3.3 Teaching Load - the instructional responsibilities allocated to a faculty member during a term or semester.
- 3.4 Overload Course - an undergraduate or graduate course that a full-time faculty member teaches during a term or semester beyond the contractual obligation stated in the offer of employment letter/.
- 3.5 Scholarly Activity and Creative Endeavors - the activities and/or deliverables (i.e., products or services) the faculty member is expected to make to advance the department, college, university, the profession, and/or other stakeholder entities.
- 3.6 Service Load - the contribution the faculty member is expected to make to advance the department, college, university, and/or other stakeholder entities.



- 3.7 Line Manager - usually the dean of the college or the chair, overseeing and directing the faculty member's teaching, scholarly activity, service contributions, and administrative duties.

4.0 Policy

- 4.1 The percentage of time allocated for service activities should be determined by the colleges in agreement with the faculty. Faculty members' total workload, including teaching, research, scholarly activity, and service, should not be less than or exceed 40 hours per week.

Teaching

- 4.2 Teaching allocations are based on need.
- 4.3 Chair or the dean will allocate teaching assignments to faculty members in accordance with the domain specified by their terminal degrees and/or by their professional experience if different from their area of academic specialization, as per criteria established by programmatic accrediting/organizations bodies from which the college chooses to seek accreditation. Teaching loads are stated in the faculty offer of employment letter.
- 4.4 Faculty members who hold AUIB administrative duties, or are re-assigned to service activities, or are engaged in approved scholarly activity may be released from teaching duties at the discretion of the dean, supported with clear evidence and with the approval of the Office of the VPAA. and the Office of the President. This policy will be reviewed on annual basis to ensure its effectiveness and alignment with the university's mission.
- 4.5 Faculty acceptance of overload teaching assignments beyond their contractual obligation is strictly voluntary. Overload assignments should not be used on a regular basis or *in lieu* of hiring qualified full-time or adjunct faculty. Faculty opting not to accept overload will not be penalized or have this negatively reflect on their performance.
- 4.6 It is known and accepted that faculty responsibilities related to teaching include additional elements such as syllabi preparation, class attendance, adhering to curriculum and learning outcomes, and office hours availability. As these elements change in response to university need and to best practices in higher education, faculty will be governed by the most currently published faculty handbook.
- 4.7 Faculty shall acquaint themselves with all the rules, regulations, and policies that govern their teaching, and interactions with the students as stated in the faculty handbook, and always observe these.

Scholarly Activity and Creative Endeavors

- 4.8 Faculty members are expected to engage in scholarly activity and creative endeavors as appropriate to their field of academic specialization. Expectations and requirements related to scholarly activity and creative endeavors may be mediated by the expectations of accrediting bodies and professional associations as well as the needs of the university and its stakeholders.

Service

- 4.9 Faculty members are expected to engage in service activities as appropriate to their field of academic specialization, the expectations of accrediting bodies and professional associations as well as the needs of the university and its stakeholders.

Additions

- 4.10 Each overload teaching assignment, whether it be a lecture, lab, internship, or capstone project, carries its own set of expectations which are outlined by the college. Faculty remuneration for overload assignment is determined by academic rank and class size.
- 4.11 If faculty members are unable to be assigned a full course load as stipulated in their employment offer letter/, they will be required to take on additional administrative, service, and/or scholarly activity and creative endeavor responsibilities during that semester.
- 4.12 Faculty members may be asked to teach extra credits if they are not actively participating in service or engaged in research or scholarly activities. These additional teaching responsibilities will be arranged in consultation with the respective Chair and College Dean. In such instances, the additional teaching responsibilities will fall within the purview of the 40-hour weekly expectation and the offer of employment and will not merit additional remuneration.
- 4.13 Arrangements where multiple faculty are teaching a single course section will be documented in an agreement outlining roles, responsibilities, and any associated remuneration.
- 4.13.1 All faculty members involved must review and sign this agreement before the semester begins to ensure mutual understanding and agreement on terms.
- 4.13.2 Deans will inform HR as soon as the agreement has been signed to ensure appropriate remuneration.

5.0 Procedures

- 5.1 After ascertaining that there is documented need beyond the capacity of faculty employment offer obligations (i.e., overload), the dean will determine if the additional assignment can be given to a faculty without overload.
 - 5.1.1 In instances where faculty members have been granted a course release, they should not normally be assigned overload teaching responsibilities; however, even though it is not recommended, it is sometimes needed. Priority for overload assignments shall be offered to the faculty member(s) best positioned to meet the additional obligation to determine their interest in accepting additional teaching load.
 - 5.1.2 Faculty acceptance of overload teaching assignments beyond their employment offer is strictly voluntary. Faculty opting not to accept overload shall not be penalized or have this negatively reflect on their performance.
- 5.2 The dean should communicate with departmental faculty members, inviting requests for overload assignments. Overload allocations will be granted prioritizing discipline-specific requirements, the needs of the department, and equitable access to opportunities.
- 5.3 The dean will submit an overload request to the Office of the VPAA. The document will be forwarded to HR by the VPAA. HR will then obtain signatures from the VPAF and the President, with the final signature provided by the faculty member.
 - 5.3.1 The overload letter of agreement will include the period of the teaching, the course name and code, the remuneration scale, the month in which remuneration will be received by the faculty member, and duty requirements. For compensation purposes, classes assigned by the signed overload letter of agreement two weeks or less before the start of the semester will be considered for overload.
 - 5.3.2 The overload letter of agreement beyond the faculty member's employment offer is to be presented to the faculty member a minimum of two weeks prior to commencement of the overload duties or as early as possible in the case of sudden need.
 - 5.3.3 A copy of the signed letter of agreement for overload beyond the faculty member's employment offer will be provided to the faculty member, and maintained by the college and Human Resources office.
- 5.4 Upon successful completion of the overload beyond the faculty member's employment offer and receipt of payment for the overload activity, the faculty member will confirm in writing on the original signed letter of agreement for overload beyond the faculty member's contractual obligations that payment has been received.



- 5.5 Faculty will be paid for overload taught in the fall semester after the conclusion of the add/drop period in the spring. If overload occurs during the spring semester, payment will be disbursed in the first pay period after the spring semester ends.

Related Policies and Documents

Faculty Evaluation and Promotion
Performance Management Policy
Overload Request Form
Overload Pay Scale