

Classification: Academic Affairs

Approving Authority: President

Responsible Authority: Academic Affairs

Implementing Authority: College Deans

Effective Date: June 2026

Review: June 2027

Faculty Workload Responsibilities - Policy & Procedures

1.0 Purpose

- 1.1 This policy:
 - Delineates faculty work responsibilities.
 - Sets minimum annual teaching loads.
 - Determines payment of salary for teaching in excess of the mandatory minimum.
 - Specifies the procedures to approve payment of overload.
- 1.2 The policy also sets the minimum annual teaching loads of Deans, Associate Deans, Clinical Coordinators (collectively Staff), and Faculty to determine and approve payment of salary for teaching overload assignments.

2.0 Scope

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

3.0 Definitions

- 3.1 **Responsibilities** - tasks and obligations faculty and staff are expected to fulfil, including but not limited to teaching, scholarship, service, and administration.
- 3.2 **Teaching Load** - Minimum number of courses or credits faculty and staff are required to teach per academic year.
 - 3.2.1 Faculty are required to teach 8 courses, 3-credit courses or a minimum number of 24 credits per year;
 - 3.2.2 Deans are required to teach a minimum number of six (6) credits per year and Associate Deans are required to teach a minimum number of six (18) credits per year.
 - 3.2.3 Clinical Coordinators are required to teach four (4) 3-credit courses or a minimum number of 12 credits per year.
- 3.3 **Teaching overload** - an undergraduate or graduate course that staff or full-time faculty member teaches during a semester that exceeds the "Teaching Load".
- 3.4 **Scholarship Activity** - creative endeavors undertaken to advance the research profile of the department, college, university, profession, and/or other stakeholder entities.
- 3.5 **Service** - the contribution of the faculty member to facilitate the operation of the department, college, university, and/or other stakeholder entities.
- 3.6 **Line Manager** - dean of the college or chair, overseeing and directing the faculty members' teaching, scholarship, service, and administration.
- 3.7 **Staff** - for the purposes of this policy, comprises the following categories: full-time faculty; faculty administrators, including Deans and Associate Deans; and Clinical Coordinators or other academic staff with assigned teaching duties.

4.0 Policy

- 4.1 Faculty workload shall consist of assigned teaching, scholarship, service, advising, assessment, administrative, clinical, and other professional responsibilities as applicable to the faculty member's appointment, college, discipline, and accreditation requirements. The college,

through the Dean or Designee, shall determine service and other non-teaching assignments in consultation with the faculty members, taking into account program needs, university priorities, accreditation requirements, and applicable faculty evaluation standards.

- 4.2 Teaching allocations are based on need. The chair or the dean allocates 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, based on criteria established by the accrediting organization from which the college seeks approval.
- 4.3 Faculty members who: [1] hold AUIB administrative duties, [2] are re-assigned to service activities, or [3] are engaged in approved scholarship may be released from teaching obligations by decision of the dean, supported by clear and convincing evidence, and with the approval of the Office of the VPAA and the Office of the President.
- 4.4 Faculty acceptance of a “Teaching Overload” is voluntary. Teaching overloads should not be used regularly or *in lieu* of hiring qualified full-time or adjunct faculty. Faculty refusing to accept a “teaching overload” will not be penalized and shall not have a negative effect on the faculty member’s performance.
- 4.5 Faculty responsibilities related to teaching include additional elements such as syllabi preparation, class attendance, adherence to curriculum, established assessment of student learning practices, preparation of assessment tools and corrections, and office hours availability. These elements may change in response to university needs and to best practices in higher education.
- 4.6 Faculty shall acquaint themselves with all rules, regulations, and policies that govern teaching, and interactions with students as stated in university policies.

4.7 **Scholarship**

- 4.7.1 Faculty members are expected to engage in scholarly activity and creative endeavors 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.

4.8 **Service**

- 4.8.1 Faculty members are expected to engage in service 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.

4.9 **Miscellaneous**

- 4.9.1 Each “teaching overload”: whether lecture, lab, internship, or capstone, carries individual expectations outlined by the college.
- 4.9.2 Arrangements where more than one member of the faculty are teaching a single course, or course section, and that activity results in a “teaching overload” must be documented in an agreement containing criteria and remuneration.
- 4.9.3 Each faculty member reviews and signs this agreement before the semester begins to ensure mutual understanding and agreement on terms.
- 4.9.4 Deans inform HR as soon as the agreement has been signed to ensure appropriate remuneration.

5.0 Procedures

- 5.1 If there is a need for a “teaching overload”, the dean fills the overload need, which may require adjunct hiring.
- 5.2 The dean should invite requests for “teaching overload” assignments from faculty. The allocation of “teaching overloads” are granted to prioritize discipline-specific requirements, the needs of the department, and equitable access to opportunities.

- 5.3 The dean submits a “teaching overload” request to the Office of the Vice President of Academic Affairs (VPAA). The VPAA forwards the request to the Human Resources Department (HR). HR then obtains signatures from the Finance Department or equivalent and the President, with the final signature provided by the faculty member.
 - 5.3.1 The “teaching overload” letter of agreement includes the teaching obligations, the term, the duration, the course name and code, the remuneration scale, the month in which remuneration will be received by the faculty member. For compensation purposes, a “teaching overload” letter of agreement that is signed two weeks or fewer before the start of the semester will be considered a “teaching overload” for that semester.
 - 5.3.2 The “teaching overload” letter of agreement is presented to the faculty member a minimum of two weeks prior to commencement of the course, or as early as possible in case of sudden need.
 - 5.3.3 A copy of the “teaching overload” signed letter of agreement is provided to the faculty member and maintained by the college and Human Resources office.
- 5.4 Upon successful completion of the “teaching overload” and receipt of payment, the faculty member confirms in writing on the original signed letter of agreement that payment has been received.
- 5.5 Faculty are paid for “teaching overloads” taught in the fall semester after the conclusion of the add/drop period in the spring. If the “teaching overload” occurs during the spring semester, payment is disbursed on the first pay period after the spring semester ends.
- 5.6 Overload compensation is payable only for approved teaching assignments that exceed the faculty member’s required annual contractual teaching load, unless an exception is approved in advance by the VPAA, Finance, and the President.
- 5.7 A faculty member who has received a course release, teaching-load reduction, or reassignment from teaching duties may not be assigned or compensated for a teaching overload during the same term, unless an exception is approved in advance by the Dean and Academic Affairs, based on institutional need and available budget.
- 5.8 **Exemptions**
 - 5.8.1 Deans and Associate Deans may request an exemption from the “teaching load”. The respective Vice President (the Vice President of Academic Affairs or, where the administrator reports elsewhere, their reporting line manager) may grant a full exemption from, or a partial reduction of, the minimum teaching load, based on institutional need, the administrator’s assigned responsibilities, and available budget.
- 5.9 The Dean or Associate Dean prepares a written request setting forth the name and identification of the course, the reasons supporting the exemption, the steps taken to find a substitute faculty member, or the reason for course cancellation.
- 5.10 The Dean or Associate Dean submits the written request to the appropriate line manager or Vice President prior to the start of the semester in which the course is scheduled to be offered.
- 5.11 The Vice President or line manager provides a written decision of approval or rejection. The written decision contains a statement of reasons and is final.
- 5.12 An exemption or reduction applies only to the academic year for which it is granted and does not entitle the administrator to teaching overload compensation during the same period.

Related Policies and Documents

Faculty Performance Evaluation Policy

Faculty Promotion Policy

Overload Request Form

Overload Pay Scale