

Darden College of Education and Professional Studies Workload Description

The purpose of this document is to guide department and college-level decisions on academic faculty workload that is aligned with the Old Dominion University (ODU) Faculty Handbook policy on [Faculty Teaching Load](#). Workload assignments leverage the strengths of individual faculty members and meet the mission and goals of ODU and the Darden College of Education and Professional Studies. The workload assignments do not differentiate between undergraduate, graduate, and doctoral courses.

Excerpt from Faculty Handbook, **Faculty Teaching Load Policy: 1.** *“The standard teaching load at Old Dominion University is 24 load hours for the academic year. Each chair will, in consultation with the faculty member, determine how the equivalent of that load is comprised for that faculty member in the department/school, after considering the goals and objectives developed by the faculty member and agreed to by the chair as a part of the annual evaluation process. Such load should be apportioned among teaching, research, administration, and other significant responsibilities approved by the chair. Responsibilities which the chair should take into account include curriculum development, academic advising, supervision of theses and dissertations, supervision of student internships, service in professional organizations, and special community or university services. Copies of the workload apportionment will be provided to each faculty member and forwarded to the dean for approval each semester and to the provost and vice president for academic affairs for information.”*

In addition to the responsibilities stated in the university policy, which the chair will take into account when determining workload for individual faculty, the chair should also consider program needs and the items in part IV below to ensure fairness and equity for all faculty.

I. Tenured and Tenure-Track Faculty Workload

- A. The standard teaching load at ODU is 24 load hours for the academic year, with load apportioned among teaching, research, and service. In the DCEPS, research and scholarship-active tenured and tenure-track faculty members will normally teach two, three-credit courses during the fall and spring semesters (i.e., 12-load hours per academic year); however, a faculty member may have another assignment in lieu of teaching a course. Additionally, each research and scholarship active faculty member has one, three-hour load in fall and spring dedicated to research and scholarship. Finally, each faculty member has one, three-hour load dedicated to non-compensated administrative/professional service activities. Tenured and tenure-track faculty are expected to teach a minimum of one course per academic year regardless of the number of service or administrative releases or grant related purchase release time (PRT).
- B. For the purpose of defining “research active,” each department will delineate the specific kinds of activities that are considered scholarship and research for the disciplines/programs in the department. This formal scholarship and research statement will specify the quantity and quality of these activities expected annually and the statement will be approved by the dean and the provost.

II. Non-Tenure Track Faculty Workload: Lecturers, Senior Lecturers, Master Lecturers, and Clinical Faculty

- A. Lecturers, Senior Lecturers, and Master Lecturers
The standard teaching load for non-tenure track faculty, such as Lecturers, Senior Lecturers, and Master Lecturers, is 24 load hours for the academic year, resulting in an expectation to teach four

courses per semester. There are no research and scholarship expectations or assignments but there is an expectation to fulfill administrative/professional service activities as designated by the Department Chair and/or as expected for promotion eligibility; however, if assigned significant administrative or service responsibilities, they may receive a service or administrative release in lieu of teaching a course.

B. Clinical Faculty

1. The standard teaching load for Clinical Faculty is 24 load hours for the academic year, resulting in an expectation to teach four courses per semester. Clinical faculty are usually assigned to extensive clinical coordination, supervision, and service activities in lieu of teaching four courses per semester. Expectations by rank are as follows:
 1. Clinical Assistant Professors are devoting most of their time to clinical teaching, supervision, and service. Evidence of promise in scholarly work is required.
 2. Clinical Associate Professors are devoting most of their time to clinical teaching, supervision and service as well as scholarly accomplishments.
 3. Clinical Professors are expected to have demonstrated excellence in teaching, to have performed recognized and outstanding scholarly activity in their fields of specialization, and to be pre-eminent in professional service.

III. Compensated Administration/Service

- A. Compensated Administration/Service refers to compensated administrative positions held by faculty at the discretion of the Departmental Chairperson. Compensation typically includes a stipend and/or course release time for the services. These positions include, but are not limited to, Assistant Chair, Graduate Program Director, Undergraduate Program Director, Clinical Coordinator/Director, and Chief Departmental Advisor. Duties and responsibilities associated with these positions do not comprise activities for professional service for annual and other reviews.
- B. Duties for the compensated administrative positions below can be found in the Teaching and Research Faculty Handbook.
 1. [Graduate Program Director](#)
 2. [Undergraduate Program Director](#)
 3. [Chief Departmental Advisor](#)
- C. Reduction in load and/or stipends will be developed with the department chair and approved by the dean.

IV. Other Considerations for Workload:

- A. Departmental chairs are cognizant of the potential imbalance of workload activities for academic faculty of marginalized identities and/or of an untenured status. As workload is assigned to individual faculty, they are sensitive to systematic differences by faculty type (e.g., rank, tenure status, cultural demographics) regarding how courses are distributed, the number of new course preparations, graduate assistant support, course enrollments, and/or committee assignments and other service to ensure fairness and equity.

- B. Determination of enrollment caps for courses are made within the department to ensure compliance with the Teach Load Policy in the Faculty Handbook.
- C. Exceptional circumstances should be brought to the department chair and dean for consideration.
- D. Assignments other than teaching or departmentally sponsored research will be negotiated individually by the faculty member with the department chair. Normally, no reduction in the minimum of a two-course teaching load will be permitted when a faculty member's teach load has been purchased by an entity external to the faculty member's academic department or budget unit. Any exceptions must be approved in advance by the dean and funding from the department must be able to support the non-teaching assignment and adjunct costs usually incurred.
- E. For 6-months preceding an accreditation visit by an accreditation agency (e.g., ALA, CACREP) recognized by the Council for Higher Education Accreditation, a Graduate Program Director or Undergraduate Program Director who has almost sole responsibility for the accreditation process and report will be given an assignment for the accreditation administrative responsibilities in lieu of one three-hour course during this 6-months period.
- F. Private professional work and other employment/work out of the institution is not considered for workload reassignment. Please review and abide by policies related to outside employment.
- G. All faculty member workloads must be determined by the department chair in consultation with the faculty member by the end of the spring semester for the following academic year. A copy of the workload assignment must be provided to the faculty members. Changes to faculty workload within the academic year must be approved and documented by the chair.
- H. Upon request of Academic Affairs each semester, the department chair completes the workload report and submits for approval by the dean and the provost.

- Approved by the dean
Revised Fall, 2008
Revised Fall, 2022