

**Penn State Great Valley
School of Graduate Professional Studies
Faculty Workload Policy**

Introduction

This document summarizes the policy of Penn State Great Valley, School of Graduate Professional Studies, governing faculty workload. The policy recognizes the School's mission as one where quality teaching and advising, research and scholarly contributions, and service to the campus, University, and one's profession are all valued.

The Scholarship of Teaching and Learning

A. Standard Teaching Load (Academic Year)

The standard teaching load for full-time faculty on 36-week academic appointments (tenured, tenure-track, and fixed-term) is six courses (18 credits) per academic year, normally divided as three courses per semester. All full-time faculty are also expected to advise students. Teaching assignments are made by the Director of Academic Affairs in consultation with the relevant program heads or coordinators, based upon program needs. Faculty teaching preferences are to be discussed during the HR-40 annual review and will be taken into consideration to the extent possible, but may not always be accommodated. Teaching assignments may include resident instruction at the Great Valley campus, online courses delivered through World Campus or course delivery at off-campus locations (compensation for travel to off-site locations is provided) in accordance with program needs.

Should a faculty member desire to spread the six course teaching load to include summer they should discuss their intentions with the Director of Academic Affairs prior to Commencement of the previous academic year. Such requests may not always be accommodated depending on program needs.

In the relatively rare instances when faculty teach courses other than three-credits, adjustments to the standard teaching load will be required. Exceeding 18 credits in the academic year typically will be treated through additional compensation in accordance with the policy below.

B. Reduced Teaching Load

Exceptions to the standard teaching load may occur for a number of reasons described in the following:

1. Sabbatical

A faculty member on full year sabbatical will have no teaching responsibilities, nor will they be eligible to teach for additional compensation during the sabbatical. A faculty member on ½ year sabbatical will have a three-course reduction in teaching responsibilities during the academic year. He/she will not be eligible to teach for additional compensation during the semester for which the sabbatical has been granted. The sabbatical leave applies during the contract period and as such does not prohibit a faculty member from teaching during either the summer prior to or following a sabbatical leave.

2. Administrative Responsibilities

A reduced teaching load may be granted for faculty who are assigned administrative responsibilities and varies depending on the nature and duration of the assignment. A teaching load reduction for administrative duties is recommended by the Director of Academic Affairs and awarded by the Chancellor in writing.

3. Phased Retirement

Faculty may gradually reduce their teaching load by electing phased retirement. Reductions will only be permitted in cases where a formal agreement has been reached and approved.

<http://guru.psu.edu/policies/OHR/hr29.html>

4. Course Buyout

Faculty who have a research grant or contract through the Office of Sponsored Programs may elect to 'buy-out' or reduce their teaching load, where the granting or contracting agency rules permit. The 'buy-out' rate for a first course is 15% of the base salary. Further course 'buy-outs' would be 10% of base salary. The reduction must be taken in the academic year covered by the grant or contract. Not including course releases for sabbatical leave or phased retirement, faculty may not use course 'buy-outs' to reduce their teaching load below two courses for the academic year.

5. Other Circumstances

A temporary reduction in teaching load may be granted for special circumstances that require a time commitment beyond teaching and service norms, such as the case of developing a course for online delivery through World Campus. Teaching load reductions are at the discretion of the Director of Academic Affairs in consultation with the Chancellor and must be agreed upon in advance of the activity and must be made in writing.

C. Minimum Enrollment and Course Cancellation

The minimum enrollment for a class to proceed is 10 students, although circumstances occasionally arise to justify courses with enrollments fewer than 10 students, such as lack of alternatives for students, capstone classes, course required for graduation, etc. Running classes with fewer than 10 students has serious financial implications for the effectiveness of the campus and must be taken into consideration. The decision to proceed with fewer than 10 students will be made by the Director of Academic Affairs in consultation with the relevant program head or coordinator. Although every effort is made to avoid the need to cancel classes, student enrollments are sometimes difficult to predict, making cancellation necessary. Prior to cancellation, the Director of Academic Affairs will discuss options for making up the class with the faculty member, including teaching a course scheduled for a part-time faculty, where appropriate. Should a fall class be cancelled, the faculty member would have a choice to make up the cancelled class during the spring semester if the request could be accommodated or during the following summer. If a spring course is cancelled the faculty member may make up the course during the following summer. If the faculty member elects not to make up the cancelled class during summer, the cancelled class must be made up during the following academic year. The Director of Academic Affairs will work with the relevant program head or coordinator to make teaching assignments that ensure cancelled courses do not carry over to the following year. Under no circumstances will the teaching load during an academic year exceed 7 courses due to cancellations. A faculty member who must make up a cancelled course is not eligible for additional compensation for teaching during summer until the cancelled course is cleared.

D. Supplementary Teaching During the Academic Year

As program needs warrant, faculty may elect to exceed the standard teaching load defined above during the academic year under a Supplemental II contract. Supplementary compensation during the academic year for all duties not included in their base contract cannot exceed 20% of the base salary. The same minimum enrollment requirements described above apply to additional teaching during the academic year.

E. Independent Studies, Master's Papers, Practicum, and Internships

Supervision of Independent Study courses, Internships, Practicums and Master's papers typically falls outside the standard teaching load. Recognizing that these activities require a substantial commitment of faculty time, additional compensation is provided whether the activity takes place during the academic year or during the non-contract period. Total supplementary compensation must be within the prescribed limits.

F. Summer Teaching

As program needs warrant, faculty may elect to teach during the summer when they are not under contract under a Supplemental I contract. Supplementary compensation during the summer for all duties not included in their base contract cannot exceed 33% of the base salary. The same minimum enrollment requirements described above apply to summer teaching.

G. Teaching for other PSU Academic units

Faculty are occasionally approached to teach courses for other Penn State campuses or colleges. If a Great Valley faculty member is interested in pursuing such an opportunity he/she should first discuss their intention with the Director of Academic Affairs, whether the teaching assignment is during the academic year or the non-contract period. The request will typically be accommodated as long as it is determined that the additional teaching assignment will not interfere with the faculty's primary responsibilities at Great Valley. Final approval must be in writing and total supplementary compensation must be within the limits described above.

The Scholarship of Research and Creative Accomplishments

All full-time faculty are expected to engage in scholarly and creative endeavors. Expectations vary depending on the nature of the appointment.

A. Tenured and Tenure-track Appointments

The expectations for activities related to research and creative activities for tenured and tenure-track faculty are defined in HR-21 and HR-23 as well as the *School of Graduate Studies Promotion and Tenure Criteria* and the relevant division-specific expectations.

B. Fixed-term Appointments

The expectations for activities related to research and creative activities for fixed-term faculty may vary. As a minimum, fixed-term faculty are expected to remain current in their field and be able to incorporate those advances in instructional materials. Evidence of research and creative activities by participation in workshops, conference presentations or papers, or journal articles is required.

Service and the Scholarship of Service to the University, Society and the Profession

All full-time faculty are expected to provide appropriate service to the University, the public and their profession. Expectations vary depending on the nature of the appointment.

A. Tenured and Tenure-track Appointments

The expectations for activities related to service and the scholarship of service for tenured and tenure-track faculty are defined in HR-21 and HR-23 as well as the *School of Graduate Studies Promotion and Tenure Criteria* and the relevant division-specific expectations.

B. Fixed-term Appointments

The expectations for activities related to service and the scholarship of service for fixed-term faculty may vary. As a minimum, fixed-term faculty are expected to serve or chair division, school and University committees as well as committees external to the university and to provide service to society as a representative of the University using one's professional expertise. Faculty must also demonstrate service to the profession through active participation in professional and learned societies.