

## CIAS Guideline - Faculty Teaching Workload

RIT teaching loads for tenured, tenure-track, lecturers, and research and visiting faculty are described on the following university website: ([http://www.rit.edu/~w-conver/facstaff\\_teaching.php](http://www.rit.edu/~w-conver/facstaff_teaching.php)). This guideline pertains to teaching workload in CIAS and not to other areas of faculty responsibility. It is intended to provide current guidance and assist as the College works toward a universal 3/2 teaching work load model.

RIT has adopted a 5 / 3 dominant mode for course structure and scheduling. This equation refers to the average number of courses taught and (/) average credit count for individual courses. CIAS acknowledges that a 3-credit course may consist of 5-6 contact hours given studio and/or lab hours and considers this factor in a faculty's overall teaching assignment.

### General RIT Teaching Work Load Description:

- Tenured or tenure-track faculty will typically teach 4-7 courses a year (includes summer). Considerations that may affect this guideline include faculty leave, course release, etc. Reciprocally, faculty who demonstrate little or no scholarship and/or service may be required to teach a larger teaching load.
- Lecturers and Visiting Faculty will typically teach 8-10 courses a year (includes summer), depending on service assignments within the department/school and or college.

Under this semester system model, tenured and tenure-track faculty members will teach 15 semester credit hours or approximately five 3-credit hour classes over the course of the academic year. It remains an objective to balance workloads with expectations of scholarship appropriately.

### CIAS Teaching Work Load Description:

- Full time faculty (tenured or tenure-track and visiting) will typically teach 4-7 courses a year (includes summer). Considerations that may affect this guideline include class (es) contact hours, faculty leave time, course release, special assignments, etc. Reciprocally, faculty who demonstrate little or no scholarship and/or service may be required to teach a larger teaching load.
- Tenure-track faculty will optimally teach 5 courses an academic year in support of balancing teaching and scholarship.
- Lecturers will typically teach 6-10 courses an academic year, including intersession and summer. This will vary depending on contact hours of course load, service responsibilities and assignments.
- Endowed Professors (i.e. Visiting Faculty) will teach at a reduced course load to allow for the completion of research projects outlined in accordance with their associated funding.
- Faculty pursuing promotion may be considered for an adjusted teaching load if current school/departmental resources, needs and size permit this special opportunity.

## CIAS Course Release

A faculty's teaching work load may be adjusted if a course release is approved by the Dean, in consultation with a School's Administrative Chair. The rationale and work associated with a course release must be described in a faculty's annual Plan of Work. A course release will have no negative impact on the outcome of a faculty member's performance rating.

The rationale for a course release is based on repeated college methods, in support of the work of the school, college and faculty professional development. A course release may not negatively impact the successful delivery of curriculum by a program, school or the college at large. Rationale for a course release may include:

- Administrative and leadership role in schools and college, i.e. administrative and associate chairs, program chairs, graduate directors and associate deans, as approved by the Dean.
- Tenure-track faculty in preparation for comprehensive mid-tenure or tenure review.
- Tenured faculty preparing for promotion in rank.
- Backfilling for faculty out on emergency, medical or family leave
- Special assignments as determined by Dean, in consultation with Administrative Chair.

**Responsible Office: CIAS Dean's Office**

**Effective Date: April 2016**

**Guideline History:**