12.03.99.K1 Teaching Load Credits



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Rule Statement

This rule is required by System Policy 12.03, Faculty Academic Workload and Reporting Requirements.

Procedures and Responsibilities

The type of instruction determines how each course is calculated as a part of a faculty member's classroom teaching credits during the long semesters of the regular academic year. The various types of instruction include: Classroom lecture and seminar, laboratory, studio, practicum, student teaching, internships, independent study, special problems, and research. Release time from teaching can be awarded for various activities. The concept of teaching load credits applies only to long semesters. Summer Sessions or shortened terms invoke separate procedures.

1. TEACHING LOAD CREDITS

Teaching Load Credits (TLCs) will be assigned according to the following guidelines.

1.1. Lecture and Seminar

- (a) Credit hours are normally equal to contact hours for lecture and seminar courses, i.e., 1 credit hour equals 1 contact hour. A contact hour is defined as 50 minutes. Therefore a 3-credit-hour class meets for 150 minutes per week.
- (b) Undergraduate Courses

TLCs correspond directly to the contact hours of the course. A course listed as 3 hours lecture and 0 hours laboratory yields 3 TLCs. If the course is cross-listed, or meets with another section, it is counted only once in determining the teaching credit received by the faculty member.

(c) Graduate Courses

doctoral level courses may be assigned as credit hour values multiplied by 1.5.

(d) Stacked 4000/5000 courses count as a single course.

1.2. Laboratory Instruction

This section applies to standard laboratory instruction in the sciences and engineering, activity courses in Health and Kinesiology and similar courses in other fields of study. For these courses, semester credit hours (SCHs) are not the same as contact hours. As with lecture classes, a laboratory contact hour equals 50 minutes.

- (a) To earn TLCs for direct laboratory instruction the faculty member must personally teach the sections involved. Faculty members receive 2 TLCs for each 3 contact hours.
- (b) Graduate assistants receive 1 TLC for each 2 contact hours except for activity courses in the Department of Health and Kinesiology.
- (c) For Health and Kinesiology activity courses the student receives 1 SCH for 3 contact hours and the faculty member or graduate teaching assistant receives 2 TLCs.
- (d) Faculty members supervising multiple laboratory sections taught by student assistants receive 1 TLC for each 4 contact hours of laboratory up to a maximum of 4 TLCs per semester.
- (e) For music method courses the student receives 1 semester credit hour for each 2 contact hours and the faculty member receives 1.5 TLCs. For private lessons TLCs are calculated as 2 TLCs for each 3 contact hours. Teaching credits for directing bands or ensembles are treated as special assignments at the discretion of the department chair.
- (f) Drama laboratory counts as 2 TLCs for 3 contact hours.

1.3. Independent Study and Research

Independent study and research courses usually require the instructor to assign work or research to be done by individual students. The instructor must assess the student's progress towards satisfactory completion of the project at appropriate intervals and evaluate the work for grading purposes. TLCs are calculated the same as if the course

for a minimum commitment of time. Such placements include but are not limited to student teaching practicums and internships. Instructors of record of student teaching courses, practicums, and internships receive 3 TLCs for each class with three semester hour credit taught if that class makes with at least the minimum required enrollment.

1.5. Each 1101 and 1102 freshman seminar course will provide 2 contact hours per week but will award 1 SCH to the student. The faculty member teaching these courses will be awarded 2 TLCs per course.

The TLCs awarded per contact hour are outlined in Table 1.

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