

**SAINT LOUIS UNIVERSITY  
SCHOOL FOR PROFESSIONAL STUDIES**

<b>Faculty Course Load Policy</b>
Procedure Number: 2012-07
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**1.0 PURPOSE**

To define the process for applying the University Policy on Faculty Workload to the School for Professional Studies.

**2.0 DEFINITIONS/ASSUMPTIONS**

This policy uses the same definition and assumptions as found in the [University Policy on Faculty Workload](#). In addition, additional definitions include:

Tenure-track faculty – Full-time faculty who are required to engage in a high level of scholarship as a part of their faculty requirements, per the Rank and Tenure Guidelines at SPS.

Non-tenure-track faculty

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The University workload policy is based on a semester format. This means 4 courses would equal 32 hours per week during a given semester, with the remaining 8 hours per week to be spent in service and scholarship activities. However, the compressed nature of an SPS 8-week, 3-credit-hour course implies that such courses would be considered to take 16 hours per 8-week term (i.e., two 8-hour work weeks occurring simultaneously). Therefore, teaching two 8-week courses during a given term (e.g., Fall 1, Spring 2) would be equivalent to 16 hours per course for a total of 32 hours per week.

In a given semester, a standard non-tenure track faculty member with no formal administrative duties would be required to perform the following:

- Teach 12 workload units (4 courses).

- Participate in 8 hours per week split between service and scholarship activities.

- Participate in “basic service obligations, such as participating in faculty meetings, academic ceremonies, and convocations.”

Deviations from the above due to administrative responsibilities and research requirements for tenured and tenure-track faculty, will occur in the following manner:

- For every 8 hours per week expected of a particular administrative position, 3 workload units will be deducted from the teaching requirement.

- Tenured and tenure-track faculty are expected to allocate at least 8 hours per week each semester to research activities, which equates to a release from one course each semester.

- Special school projects (e.g., program review) will come with corresponding allocation of workload units, as determined by the faculty member's immediate supervisor(s).

Deviations can occur beyond administrative duties and tenure/tenure-track requirements. For every 8 total hours per week of expected additional duties, responsibilities, and/or requirements during a given semester, 3 workload units will be deducted. This could include:

- Service requirements that exceed the basic requirements of the workload policy and administrative duties for Program Director, Assistant Director, Associate Dean and other administrator roles that may be added to SPS in the future;

- Research requirements that exceed the standard requirements for tenured and tenure-track faculty (e.g., research projects that produce results and require more than 8 hours per week);

- Graduate student advising requirements;

- Additional or interim administrative duties that exceed the standard time ( d)ime0.8 (r)-3.9 (e)-(t)-2.6 (an)2 (d)12

For new and existing faculty with formal administrative duties – workload allocation should occur using a consultative approach that can include the faculty member’s direct supervisor, the Academic Excellence Committee, and the Associate Deans. This allocation process is to ensure equity in workload assignments across the school, not just within each program.

For new and existing faculty without formal administrative duties – workload allocation should occur using a consultative approach involving the faculty member’s direct supervisor and the Associate Deans.

All decisions should be made during the planning of the subsequent academic year. Deviations can occur