Smith School Policy on Faculty Teaching Loads

September, 2015

Purpose and Scope

The Smith School’s policies governing faculty teaching loads are described in this document. They are guided by the principles of equity, transparency, and consistency in allocation of faculty workloads. The policies reflect the mission of the School that seeks to create knowledge, promote a learning environment that fosters intellectual discovery, and equip current and future leaders to assess complex problems and deliver innovative solutions.

1. Course Loads for Tenured & Tenure-track (T&TT) Faculty

The standard load for Assistant Professors pursuing tenure is three courses (9 credit hours) per academic year. If the faculty member is no longer pursuing tenure and is spending a terminal year at the Smith School as the final year of his or her contract, the course load for this final year is 12 credit hours.

The standard load for all Tenured Faculty other than chaired professors, department chairs, and tenured faculty assigned to administrative duties is four courses (12 credit hours) per year. The standard load can be reduced under the following circumstances:

a. Faculty members with a current three-year record of research productivity will receive a reduction of one course (3 credit hours). The course reduction will be determined annually by the Dean's Office taking into account the recommendation of the appropriate department chair and the research rating of the Salary Review Committee (SRC). Faculty ranked in the bottom quintile of the SRC rankings for a period of three years will not receive this reduction in load. A prolonged period (five years of SRC rankings) of research inactivity will result in a 3 credit hour teaching load increase from the standard teaching load.

b. A tenured faculty member without a three-year research record at the Smith school (such as one hired directly into a tenured position) will normally receive a course reduction until he or she has accumulated a research record spanning three years at the school.

The standard load for Endowed Chaired Professors is two courses (6 credit hours) per academic year.

The teaching load for Area Chairpersons will be adjusted from their standard load, subject to the requirement that the load cannot fall below 3 credit hours after adjustment. The maximum teaching reduction for area chairpersons will be 6 credit
hours per year of appointment as Area Chair.

If a faculty member's research productivity is at the margin to qualify for a teaching load reduction, the Dean's Office, in consultation with the appropriate department chair, will resolve the issue based on that faculty member's overall record of teaching, research, and service.

2. Course Loads for Professional Track Faculty (Clinical Faculty, Professors of Practice, Research Professors, and Full-time Lecturers)

The standard course load for Full-time Lecturers and Clinical Assistant Professors is eight courses (24 credit hours) per year. Clinical Associate Professors have a standard course load of seven courses (21 credit hours). The standard course load for Clinical Full Professors and Professors of Practice is six courses (18 credit hours). Clinical Associate Professors, Clinical Full Professors, and Professors of Practice are expected to provide service and scholarship of teaching contributions commensurate with the reduction in teaching load.

3. Joint Appointments

Faculty who hold 50% joint appointments with another unit within the University of Maryland (e.g., ISR or UMIACS) should teach a minimum of two courses (6 credit hours) for the Smith School annually. Depending on the percentage of salary paid to a faculty member by the Smith School and their relative annual research ranking (assigned by the Salary Review Committee), this number may be adjusted upwards or downwards. (For example, if the faculty member would ordinarily have a four course load and the Smith School is paying 75% of that faculty member's annual compensation, then the expected teaching load for the Smith School would be 9 credit hours.)

4. Sabbaticals

If a tenured faculty member takes a semester-long sabbatical with full pay, the individual is expected to teach two courses (6 credit hours) on-load in the other semester when he or she is on regular duty, regardless of other reductions. A faculty member holding an endowed chair will teach one course on-load in the semester when he or she is on regular duty during the sabbatical year. A faculty member who holds a 50% joint appointment-- as described in point 3 above-- with a course load of two courses (6 credit hours) is expected to teach one course (3 credit hours) on-load in the semester when he or she is on regular duty during the sabbatical year.
5. Special Arrangements and Major Service Responsibilities

Teaching a large lecture course (with enrollment greater than 100 students) can earn a faculty member credit toward teaching 1.5 courses. Faculty teaching courses with enrollment of more than 200 students will earn credit equivalent to two courses.

Faculty receive 1 credit for leading a GFP or other experiential project that counts toward the Smith Experience in the MBA program.

In any given academic year, with the approval of the department chair, on-load teaching in the MBA, EMBA or MS programs can occur in any semester of the academic year. For MBA, EMBA or MS teaching, the academic year is defined as the Second Summer Session, the Fall, Winter, and Spring semesters, and the First Summer Session, in that order. Stated otherwise, teaching in the first and second Summer sessions cannot be counted against the same academic year. On-load teaching obligations in the Undergraduate Program may be met by teaching in the Fall or Spring Semesters.

Undergraduate teaching during the Winter Term or the Summer Term shall not be on-load without the prior written approval of the Dean's Office.

Changes to course loads arising from changes in the research productivity of a faculty member shall normally take place in the academic year after the status change. Because academic planning and scheduling must take place early in the academic year but SRC evaluations are available at the end of the same academic year, the prior years' SRC data will be used by the Dean's Office as part of the evaluation of research productivity.

Teaching load reductions may be granted for serving in certain demanding service positions, such the director of the Doctoral program, the MBA Academic Director, or the OMBA Academic Director. Such reductions may be given only by the Dean's Office and will be based on the intensity of service demanded by the position. All such arrangements must be documented appropriately.

Teaching load reductions for external service to the profession (such as editorship of a premier A-level academic journal or president of a premier academic society) require advance written authorization from the Dean's Office. The decision of the Dean's Office will typically be based on the preeminence of the proposed activity, the faculty member's record of service and the faculty member's normal teaching load. Other considerations include the intensity of the workload, as reflected in the number of papers handled in an editorial role, and the professional responsibilities of office in an academic society.

The reductions described in different sections of this document may not be combined to result in greater course reductions unless prior written authorization has been obtained from the Dean's Office.
6. Overloads and Carry-over Credits

Teaching credits can be banked or borrowed at the discretion of the department chair. Area chairs are encouraged to keep banking or borrowing to a minimum, e.g. no more than 3 credits per academic year.

No faculty member should ever bank more than a total of 6 credits.

Accounts should be cleared after two years, i.e. if there is a positive carry-over for two consecutive years, then no credits may be carried over into the following (third) year.

A faculty member cannot use banked credits to completely avoid teaching in an academic year.

Overloads must be paid at the time the overload work is being done; therefore, faculty may not use banked credits to move overload payments from one year to the next. This violates campus policies and may require questionable accounting practices. Among other things, this policy implies that a faculty member may not carry over credits from one year to the next and receive an overload payment in the second year. If a faculty member chooses to bank credits, they are foregoing overload compensation for those credits.

Compensation for overload teaching is 3.33% of the faculty member’s 9-month salary per credit, regardless of course.