

College of Architecture

Policy on Faculty Teaching Load and Release from Teaching

Important Note

These requirements may be modified or waived on a division or case-by-case basis only when approved *a priori* in writing by the Dean. In certain instances, approval of the Provost may also be required.

Introduction

All tenured, tenure-track and ranked renewable term faculty members who are employed in the College of Architecture are expected to teach a full load of regularly scheduled courses each year. According to the University of Oklahoma policy, a full load is four “in-load” courses per year unless there is justification based on heavy research activity or exceptional University/College/Division service. Faculty “not publishing at a high rate,” not obtaining external funding, and/or not supervising graduate students are expected to carry a heavier teaching load. All faculty are expected, whenever possible, to teach undergraduates on a rotating basis, for example, at least once every two years. Every professor, whenever possible, should teach at least 75 students per academic year as part of their in-load teaching through organized class sections and other credit-bearing instructional activities. Adjustments may be made proportionately for faculty members with approved course releases or for circumstances where class size is limited by its nature, such as a laboratory, field or performance or studio courses. Accreditation requirements may also modify this requirement at the division level. An exception to the minimum number of undergraduate students taught in the College of Architecture, for example, would also include divisions that have only graduate students.

Organized courses are regularly scheduled classes with multiple students enrolled, in contrast to independent study and supervision of research. The College recognizes that many faculty members engage in additional instructional activities and these will be considered in the total workload. Some of these activities will generate credit hours (e.g. supervising students in independent study, honors research, thesis research, and dissertation research) whereas others do not (e.g. advising undergraduate students and serving on graduate student committees). Although these instructional activities constitute part of a faculty member’s total workload and are taken into consideration as part of a faculty member’s annual and promotion evaluations, they do not replace the obligation to teach courses.

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Percent Distributed Effort

Faculty in the College of Architecture are expected to provide effort in the areas of teaching and instructional activities, research and creative activities, and service and outreach activities. Unless approved otherwise by the Dean and the Provost, the annual distribution of effort for the College of Architecture is as follows:

Tenured and Tenure-Track Faculty:

Teaching = 40% effort
Research and Creative Activities = 40% effort
Service and Outreach Activities = 20% effort

Renewable Term Faculty:

Teaching = 65% effort
Research and Creative Activities = 10% effort
Service and Outreach Activities = 25% effort

Academic Directors, Associate Deans:

Teaching = 20% effort (10% per class)
Research and Creative Activities = 20% effort
Service and Outreach Activities = 60% effort

Individuals may negotiate to distribute these percentages of effort differently for a given year as there may be unique requirements within divisions. These distributions may be changed annually, however, only with approval of the Dean and Provost prior to the calendar year in which the faculty members in that division are employed.

Standard Teaching Load

The standard teaching load for a nine-month appointment for faculty in the College of Architecture is as follows:

1. For full-time tenured and tenure-track faculty members –
 - a. Two studios, one each semester, and at least two lecture classes per year; or,
 - b. Four lecture classes per year.
2. For full-time ranked renewable term faculty members-
 - a. Two studios, one each semester, and at least three additional classes per year; or,
 - b. Six lecture classes per year.

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For all academic administrators on 12 month appointments –

- a. Directors and Associate Deans - At least two courses per year with approval of the Dean.
- b. Dean - At least one course per year

A faculty member who fails to satisfy the department's teaching load requirement without prior agreement of their unit will be expected to make arrangements to make up the shortfall in the subsequent academic year, if feasible. Teaching load calculations exclude semesters in which a faculty member is on sabbatical, where an appropriate portion of the salary is being shifted to a research grant, or unpaid leave. Faculty with less than 1.0 FTE appointment will be expected to teach a proportionate share of the course load, implemented by the Division Director in consultation with and approved by the Dean.

Cancelled Classes

A faculty member whose class is cancelled because of low enrollment or other circumstances is expected to make up that teaching obligation by teaching an additional class in-load during the same or subsequent semester. Teaching a summer class without additional compensation would also be an acceptable way to make up for a cancelled class.

Minimum class sizes for the College of Architecture are:

Lower division undergraduate course – 15 students

Upper division undergraduate course – 8 students

Graduate course or seminar – 5 students

The offering of courses with numbers of students less than these must be approved by the Director and Dean on a case-by-case basis.

Exceptions

Graduate Liaisons –Subject to budget constraints annually, additional compensation such as a stipend may be made according to College and University policies. Divisions may provide one course release per year for faculty members serving as the unit's Graduate Liaison but again, this release must be requested by a director and approved by the Dean.

Course Release for In-coming Tenure-Track Faculty - During the hiring process, some academic units in the College of Architecture may provide release time for new faculty

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to establish their teaching and research agendas. This will be done on a case-by-case basis and must be approved by the Dean. Before a release will be granted, the course must be covered in some acceptable way by the division requesting the release. Generally a faculty member will get only a one-course release during their mandatory probationary period.

Course Release - To enhance transparency, divisions are encouraged to develop a formal policy for teaching buy-outs. These plans must be approved by the Dean of the College. The release of faculty members from their assigned teaching loads must be negotiated with the Division's Director, and approved by the Dean. All teaching loads are subject to annual review by the Dean of the College. For faculty members to be released from their assigned teaching loads, funds must be provided from a pre-approved source to replace the teaching load that would have been done by the faculty member. These funds may come from grants and contracts or one-time divisional or college funds. Each division is responsible for ensuring that the costs of faculty release time are accounted for, and ensuring that an appropriate entity or fund provides such coverage. It is not an acceptable plan that a course is not offered. Teaching substitutions by faculty, when approved, are only a temporary reduction of in-load teaching. As soon as the substitution period is completed, the in-load requirement is to go back to a full-time teaching load.

Course Releases for Family-Related Leave – University policies must be followed in these instances.

Other Exceptions – All other exceptions to this policy must be approved in advance by the Dean of the College of Architecture. Approval in certain instances may also be required of the Provost. Exceptions must be documented in writing and must be reviewed and renewed annually. Multi-year exceptions will not be made, again, except as approved annually.

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