

June 11, 2001
Change 7/11/01

Graduate Faculty Workload

Philosophy of the Teaching of Graduate Courses*

Teaching of graduate courses, whether at the Master's or Ph.D. level, requires faculty members who participate fully and actively in the scholarly life associated with their disciplines.

Preparing courses, researching history and background, staying up-to-date on recent developments, evaluating new trends—all of these are part of any good teaching at the university level. However, teaching graduate courses requires more than simply being aware of the scholarship in a field. It requires participation such as: contributing to the development of ideas and functioning as a part of ongoing scholarly discussions. This kind of participation requires time beyond the preparation of course materials and the evaluation of student work.

Graduate Faculty Teaching Load

Faculty members who teach only graduate courses have a teaching load of 9 hours with the expectation that they pursue scholarly or creative activities—whether by conducting research, giving presentations at scholarly conferences, individual performances, publishing reviews, writing essays, writing book chapters and books, etc. These scholarly or creative actions qualify as criteria for selection as graduate faculty.

*Recommendations of the Sub-task Force on the Graduate Faculty Workload, TSU, June 2000.

Graduate Course Banking Guidelines

Faculty members who teach a combination of graduate and undergraduate courses may “bank” or accumulate hours that will count toward their teaching load in a future semester. The faculty member in cooperation with his or her department head and college dean should plan appropriate scheduling for the reduced load semester. For the purpose of banking, one organized graduate course for a minimum of three semester credit hours may count as one course toward a one-hour reduction in teaching load at a later time. **It is recommended that faculty members be allowed to bank these hours until enough hours are available to affect the teaching load. Graduate courses taught in the summer do not count for banking. Likewise, a reduced load resulting from banked courses may not be applied in a summer session.

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Implementation of the banking system will require careful planning and record keeping by the department head in conjunction with the faculty member. The Faculty Load Report, prepared each fall semester by the department head, will be utilized in documenting banked hours.

Faculty members serving as thesis or dissertation chairs receive credit toward the teaching load. Thesis chairs receive one hour of teaching credit for each student in six hours of thesis work. For any student enrolled in three hours of thesis, the credit would be .5. A dissertation committee chair should be allowed twice that or two hours for a student enrolled in six dissertation hours, one hour for a student enrolled in three. The hours may be combined with graduate teaching hours to count in place of one or more organized courses. These hours, like graduate teaching hours, can be banked for future use.

Recommendation and approval for use of banked hours must be done in collaboration with the department head and college dean. **The timing of the requests should respect the department heads' practical needs for such information when building the official class schedule. Given the foregoing, as a general guideline "faculty should make the request 7-8 months prior to the semester in question, ideally no later than 30 days prior to the department head's first deadline for submitting the official class schedule to the registrar." This deadline is typically 5-6 months prior to each semester.** No hours can be applied to a faculty member's semester teaching load until such approval is recommended by the department head, the college dean, the graduate dean and approved by the provost.

Implementation Date: September 1, 2001

The bolded information was added following Deans' Council discussion, August 2002.