

## **CENTRAL MICHIGAN UNIVERSITY FACULTY WORKLOAD SYSTEM**

- 1) Each faculty member shall participate in the formulation of departmental workload and scheduling policy. Each academic department shall democratically establish procedures for assigning faculty workloads in accordance with its needs and responsibilities. The department shall have the primary responsibility in assigning loads insofar as normal productivity is maintained.
- 2) Faculty workloads shall include the various areas of university activity for which the individual is professionally responsible. The department shall consider the following factors in assigning loads: a) Instructional activities including level of course, nature of instruction (laboratory, studio, skill courses, private lessons, etc.), supervision of theses, number of preparations, number of students, number of advisees, and development of course material; b) research and creative activity; c) responsibilities other than teaching, such as administrative and committee activity.
- 3) The instructional portion of the load shall generally range between 9-12 equated hours/semester, depending on the total workload of each Instructor.
- 4) Department Chairmen's instructional loads shall generally be 5-6 equated hours in a regular semester and 3 or 4 semester hours in the 6-week summer session.
- 5) The regular full-time teaching load in the 6-week summer session shall normally consist of 5 or 6 equated hours of class. In general, during sessions of shorter duration, a normal load shall be one semester credit hour/week.
- 6) Off-campus teaching shall be carried over and above the normal campus load.
- 7) At the beginning of each term, or as requirements dictate, the departments shall report the loads of its faculty members to the Office of Institutional Research. This Office shall have the responsibility for

distributing load information to appropriate offices for review.

September 6, 1973