

December 12, 2017  
College of Applied Health Sciences  
University of Illinois at Chicago  
Faculty Teaching Load Policy

Preamble:

The purpose of this policy statement is to provide guidance to faculty and department heads in making teaching assignments to full-time faculty. Furthermore, this policy will assist with an effort to have equitable teaching loads across the college, while still recognizing the unique requirements and needs of each department and program. This policy will address only teaching loads, and course “buy-outs” from external grants and contracts, while still recognizing that faculty are also expected to contribute in the areas of research and service, and in some instances, clinical services. This policy also recognizes that the needs of the College and the Departments are best met when faculty contributions are made through different combinations of teaching, research, service and clinical activities. Furthermore, the aim of this policy is for the college to develop teaching loads that allows the college to remain competitive in comparison to our main competitors at other institutions.

Tenure System Faculty:

It is recognized that tenure system faculty are expected to have an active, productive program of scholarship and provide service to the department and college in addition to their teaching responsibilities. The standard expected teaching load for tenure system faculty is 9 teaching credit hours per academic year. Teaching assignments are made by the department head. At the discretion of the department head, this basic teaching expectation may be altered in order for faculty to perform other administrative, advising, service or clinical duties that benefit the department. Furthermore, it is expected that non-tenured, tenure system faculty will have a reduced teaching load during the first 1-2 years of their appointment. In instances where faculty research activities decrease over time, it is expected that teaching assignments will increase to offset the decrease in research activities. Additional teaching assignments will be made at the discretion of the department head.

Non-Tenure System Faculty:

It is recognized that to qualify for promotion non-tenure system faculty are expected to participate in scholarly activities and to provide service to the department and college in addition to their teaching responsibilities. The standard expected teaching load for non-tenure system faculty is 21 teaching credit hours per academic year and an additional 6 teaching credit hours in the summer, if on 12-month contracts. Teaching assignments are made by the department head. At the discretion of the department head, this basic teaching expectation may be altered in order for faculty to perform other administrative, advising, scholarship, research, service or clinical duties that benefit the department. Non-tenure system faculty whose salaries are supported by external grant or contract funding,

will have reduced teaching responsibilities in accordance with the relative amount of their salaries funded on external grants or contracts.

Course Reduction (“Buy-out”) from External Grants:

The college policy states that faculty on academic year contracts need 15% of salary offset on external grants during the academic year to qualify for additional summer salary funded by external grants. To fulfill this requirement and also “buy-out” one course during the academic year, faculty will need 25% of salary offset during the academic year. Additional course release based on external grant funding will require an additional 15% of salary offset during the academic year. Thus, faculty can receive a 2 course reduction in teaching load during the academic year and be eligible for summer funding (funded by external grants) with a 40% salary offset during the academic year. It is not recommended that faculty “buy-out” all their courses during academic year, but may be allowed under exceptional circumstances with department head approval.

Faculty on 12-month contracts may receive course reduction(s) based on 15% of salary offset on external grants, per course.

