

ADDENDUM

CPHHS Guidance Document on Teaching Assignments

(March 6, 2017)

Given the College's commitment to the university's land grant mission, undergraduate and graduate student success, and ensuring all students have access to the diverse expertise and talents of our faculty, the following principles and policies will inform teaching assignments:

- A "full" teaching load is, on average, 12 credits per academic year. This credit load is three 4-credit course or four 3-credit courses. For faculty teaching a combination of 3- and 4-credit courses, average course load over multiple years will be considered.
- All tenure-track and tenured resident faculty, regardless of their graduate-student advising and ability to fund course buy-outs, will teach a minimum of two courses (6-8 credits; .17-.22 FTE) per academic year.
- When faculty are at the minimum teaching load, the priority will be for them to teach required courses in their program's curriculum.
- In general, our expectation is that all faculty will teach in the undergraduate curricula. The frequency will depend on program needs and other factors. For example,
 - Programs without an undergraduate major, option, or minor may have few undergraduate courses. If there is little need or opportunity to teach undergraduate courses, faculty are strongly encouraged to demonstrate engagement with undergraduate students in other ways (e.g., working with undergraduate students on research, serving as faculty advisor for an undergraduate student club, participating in a student success initiative).
 - Programs may need to offer required graduate courses and have few qualified faculty available to teach them.
 - In determining the course schedule and teaching assignments, priority will be given to requests that help facilitate our ability to offer required courses, followed by courses in a "select from" list, followed by general electives.
 - If multiple faculty in the same academic program are seeking release from teaching undergraduate courses in a given year, priority will be given to faculty who have not recently had such a request approved, all other factors being equal.
 - Release from teaching undergraduate courses should not adversely affect the School's ability to meet the curricular needs of programs.