LSU | College of Human Sciences & Education

Faculty Work Load Policy

As articulated in the LSU Faculty Handbook (p. 14), "the work load of faculty members includes formal classroom and laboratory teaching; course development; scholarly activities; supervision of theses, dissertations, and independent study courses; student evaluation and advising, and professional, University, and public service duties. The distribution among these various duties may vary from one faculty member to another and from one semester to another. Assignments are made by the department director in consultation with the faculty and must be consistent with the stated departmental goals and objectives and with stated criteria for evaluating faculty performance.

The normal classroom teaching assignment (for full-time faculty with minimum involvement in other faculty duties) is the equivalent of 12 semester hours of lecture per week. In some cases exceptionally large classes of 200 or more will be counted as a two-course load unless the college provides additional resources or support from graduate assistants. Classroom teaching assignments are adjusted according to research, service, and administrative assignments, and may vary according to student level (undergraduate, graduate, or professional). All full-time faculty members carry full workloads and normally have budgetary assignments that reflect the variety of assigned duties."

The College of Human Sciences and Education recognizes the diversity of contributions faculty members make to the mission of the College and evaluates faculty consistent with their assigned responsibilities. Within the tenure and tenure-track ranks, the normal expectation for faculty in a College of Human Sciences and Education at a flagship, research University is that they maintain a record of scholarly productivity, excellence in teaching and service to the College and the profession. Particularly within graduate departments, the expectation is that faculty maintain membership on the Graduate Faculty and are available to serve on committees and teach graduate courses. Continued Graduate Faculty status requires a steady scholarly output in a focused research direction (i.e., that an individual is publishing consistently in a defined research area in quality journals or through quality presses, usually as first author). To that end, the normal teaching loads per semester of tenured and tenure-track faculty are as follows: (A course normally equates to 3 credit hours).

- Assistant Professors   Two Courses
- Associate and Full Professors
    - Full Grad Faculty: Two Courses
    - Associate Grad Faculty: Two-Three Courses
    - No Grad Faculty Status: Four Courses

All faculty are expected to contribute to the research and service missions of the department, commensurate with the individual assignments that are negotiated between the faculty member and the school director.

Faculty who lose graduate faculty status entirely or whose status changes from Full Member to Associate Member and who desire to return to a two course teaching load per semester, must submit a plan to their school director outlining how they intend to regain graduate faculty standing within three

years. The director and the faculty member will review the plan annually to assess the faculty member's progress. Should the faculty member's graduate faculty standing be upgraded, an adjustment to the faculty member's teaching load may be made for the next semester.

It should be recognized that individual faculty members' assignments over the course of their careers may vary based on their interests, the needs of the program, or other obligations. For example, faculty chairing an accreditation committee or editing a major journal may choose to negotiate a larger percentage of their time in service for the duration of that assignment. Alternatively, faculty might teach less than two courses if supported by external funding for scholarly projects. Faculty will be evaluated annually on the basis of the negotiated assignment.

Release time policy: The College will ensure that faculty workload and release time are appropriate for the faculty assignment. Consideration for course-release time will be given for college- or school-level administrative duties that require a significant amount of time. Among those administrative duties considered for course-release time are Dean, Associate Dean, school director, associate school director; and oversight of a major accreditation review. Release time for conducting extramurally-funded, sponsored program activities (e.g., grants, contracts, philanthropically-funded projects) will also be considered, provided an appropriate percentage of the salary of the faculty member is funded by the sponsored project. Given that such extramural funding is for the purpose of conducting sponsored research, release time is typically granted from the research effort of the faculty member's workload. In the event release time is granted from the teaching effort of the faculty member's workload, funding should be sufficient to hire replacement teaching faculty. In addition, the percent of teaching release time will result in a corresponding increase in the expectation for the faculty member's research productivity.

Identification of teaching responsibilities that should be considered on-load: The directors of the school will ensure that courses that do not accurately represent actual faculty teaching loads are correctly identified through the University Courses and Curricula Committee using the appropriate course codes, for example:
- Courses coded as clinics/practicum that are taught in accordance to requirements for a scheduled course will be identified and re-submitted to the University Courses and Curricula Committee as laboratory courses.
- Courses currently coded as Research but are scheduled seminar courses will be identified and re-submitted to Courses and Curricula as seminars.
- Courses coded as clinic/practicum that meet requirements for student teaching workload according to accreditation standards will be considered part of the course load and submitted to Courses and Curricula using an appropriate code