Faculty Workload Policy from University Policy Manual

4E.01 FACULTY TEACHING LOAD AND OTHER PRIMARY DUTIES (FSB 08013
passed by Faculty Senate 4/28/09; approved by President 4/29/09) The standard teaching load for
full-time tenured and tenure-track faculty members in all colleges and schools of Emporia State
University is 12 undergraduate credit hours or its equivalent per semester. For undergraduate
courses each credit hour has a teaching load value of .083, therefore 12 undergraduate credit
hours times .083 represents 1.0 load. For graduate courses the value is .111, thus 9 graduate
credit hours times .111 represents 1.0 load.

A faculty member’s load for teaching and other primary duties should normally be averaged over
one academic year. A faculty member’s load for teaching duties may be adjusted as determined
collectively by the faculty member’s academic unit in accordance with approved applicable
written policies of the academic unit and/or University. These adjustments to load for specific
teaching or student supervisory activities may include but are not limited to supervision of
graduate student research, team taught courses, independent study courses, time-intensive or
laboratory courses, and supervision of practicums, internships, and student teachers.

Faculty members may receive reassigned time for other primary duties that may include but are
not limited to administrative duties, advising duties, research or creative activities, service
activities, and directorships. The chair of the academic unit, with approval of the respective dean,
will determine reassigned time to individual faculty members.

Non-tenure-track faculty (lecturers, adjuncts, etc.) will be assigned loads for teaching and other
primary duties as determined by the academic unit’s chair.