

Full-Time Faculty Workload

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American University of Armenia

This policy applies to the AUA faculty, who are ~~full-time~~ employed by the University full time. It sets the means for determining the required teaching load and other services for each faculty member. ~~Of course no rigid policy can foresee all circumstances, thus exception may be made when circumstances warrant.~~ Any exceptions to this policy will have to be approved by the Provost.

For the purpose of this ~~document~~ policy, a full-time faculty member's "academic salary" is defined as the gross annual salary paid for providing a full load of teaching work, as specified below. ~~Normally, this is for teaching done during the nine-month academic year.~~

The faculty at AUA engage in several categories of activities: (a) teaching, (b) research, (c) administration, (d) student advising, (e) supervision of student thesis or project, (f) university service, (g) professional service, development, and (h) public service, ~~and (i) professional development~~. Since the main function of the faculty is teaching, the faculty workload is set in terms of Teaching Credit Points (TCP). A full-time faculty member is expected to earn 18 TCPs per academic year. These points are earned in the following activity categories:

Teaching: Faculty earn TCPs by teaching graduate or undergraduate courses in accordance ~~to~~ with the following formula:

$$TCP = (Course \text{ units/credits}) \times Factor$$

where Course units is the number of semester units/credits carried by the course and Factor is defined as $Factor = 1 \times (1 + n \times 0.015)$, where "n" is the class enrollment students' number in excess of 40: the course cap. If the enrollment is 40 or less, n = 0.

~~When a faculty member teaches multiple sections Course caps are set by programs and can be exceeded in exceptional cases (e.g. dissolution of a course, the earned TCP for the second, third, etc., or a section is reduced by a factor of 0.80.~~

~~For example, a faculty member teaching two sections of a 3-unit course with 60, accommodating newly discharged students in one section and 40 students in the other section, earns, etc.)~~

$$TCP = 3 \times (1 + 20 \times 0.015) + 3 \times (1 + 0) \times 0.80 = 6.30$$

~~Note that full credit is given to the section with the largest enrollment.~~

Faculty members co-teaching a course earn partial TCPs in proportion to the effort they contribute to teaching the course. As an example, two faculty members equally sharing the teaching of a 3 unit credit graduate course with 30 students earn 1.5 TCPs each.

~~Assistant professors hired right after their graduation and with little or no experience of teaching may be given a reduced teaching load of 12 TCPs during their first year of full-time employment so they will have more time to develop course materials and begin their research programs.~~

A faculty member earning more than the required TCPs in a given academic year, upon their consent, may carry over the extra credit to the following year (e.g., teach fewer courses the following year). Conversely, a faculty member earning fewer TCPs than required in a given academic year will be expected to make up the shortfall the following year. The IROAUA Office of Institutional Research and Assessment (OIRA) will maintain the running difference between the required and earned TCPs for each faculty member, based on the data provided by AUA Office of Human Resources and Program Chairs.

Supervision of Graduate and Undergraduate Student Thesis or Project: Faculty ~~earn TCP credit~~ earn TCPs by supervising the thesis or project of graduate and undergraduate students, when such thesis or project is required for graduation from the degree program. 1 TCP ~~credit~~ is earned by supervising 3 graduate or undergraduate students. If the thesis is co-supervised by two or more faculty members, each faculty supervisor gets partial credit in proportion to the contributed effort. Faculty members may not supervise more than 12 graduate or undergraduate Capstones in a given academic year.

Student Advising: All faculty are expected to serve as advisors to undergraduate and/or graduate students. This involves advising on selection of courses, career paths, and general counseling. No ~~TCPs~~ TCPs are earned for this service.

Administration: A faculty member with an administrative position, e.g., dean, associate dean, program chair, director, is given a certain number of TCP credits commensurate with the percentage of time required for the administrative position. The number of TCPs

for program chairs and deans will typically follow the following guidelines: under 200 students in the program after the add/drop deadline in the fall semester: 3 TCPs, 200-400: 6 TCPs, more than 400 students: 9 TCPs. This assumes adequate administrative support in the program. ~~These guidelines may be adjusted for exceptional cases—~~ by the approval of the Provost.

The number of TCPs for other administrative positions (associate dean, ~~or~~ director) is arrived at by agreement between the faculty member and the Provost and is a part of the faculty member's contract with the University. ~~Programs~~ Program chairs or the designated faculty members responsible for an academic program review will earn ~~an~~ additional 3 TCPs for the academic year in which the self-study occurs.

University Service: ~~Service to the University, as member of various standing or ad hoc committees, task forces, work groups, etc., is expected of all full-time faculty. Normally, such service does not provide TCP credit. TCPs.~~ However, in situations where such service carries extraordinary responsibilities and effort, such as chairperson of the Curriculum Committee or Faculty Senate, a certain number of TCP credits may be given. The earned TCP credits for such cases are decided by agreement between the faculty member, the Provost and the President of the University, with concurrence of the faculty member's Dean.

Research: ~~All AUA faculty members are expected to conduct research as part of their normal academic activities. In general, faculty members may earn up to 1/3 of their academic salary additionally from externally funded grants and contracts. Furthermore, faculty may "buyout" a portion of their required TCP credits to devote more time to externally funded research, subject to approval by the Dean and the Provost. In such cases, a portion of the academic salary is paid through research grants. As an example, suppose Professor X has a large external grant and wishes to spend more time on research. Professor X proposes that he/she/they teach only three 3-unit credit graduate courses and one 4-unit credit undergraduate course.~~

Assuming Given all classes have less than 40 enrollment meet the course caps, Professor X will earn $3 \times 3 + 4 = 13$ TCPs from this teaching. In that case, Professor X must charge the fraction $(18-13)/18 = 27.8\%$ of ~~his/her/their~~ academic salary to research grants. Thus, Professor X will receive 72.2% of ~~his/her/their~~ academic salary from the Program funds and 27.8% from research grants. Of course, Professor X may additionally charge 33.3% of ~~his/her/their~~ academic salary to research grants, so that the total amount chargeable to research grants is $33.3\% + 27.8\% = 61.1\%$ of ~~his/her/their~~ academic salary. Note that this approach allows handling cases, where a faculty member can only teach a limited number of courses yet wishes to be engaged with the university on a full-time basis.

Professional Development: ~~AUA is committed to supporting faculty professional development. However, understandably, funds for this purpose are limited. When~~ when occasions arise, the faculty member's Dean and the Provost will arrive at an agreement with the faculty member on disposition of TCPs for the duration of the professional development activity.

Other Services: ~~Other faculty services, such as public and professional service are expected of all faculty as part of their normal service to the University without expectation of earning TCPs.~~

Outside Commitments: ~~Professional consultancy work outside the University, either paid or unpaid, provides valuable experience to the faculty, particularly when the experience gained can be brought into the classroom and discussed as examples of real-world problems and solution methods. However, full-time faculty members' primary commitment must be to the University. Under no conditions may outside consultancy work affect the quality and quantity of service expected of and provided by the faculty members. Furthermore, such commitments should be limited in time to no more than 1 day or 8 hours per week. Moreover, faculty engaging in such activities must make sure that they do not violate University's conflict-of-interest policies.~~

Exceptions

Exceptions to this workload policy may be granted under exceptional circumstances. For example, a faculty member may be granted leave to participate in an international exchange, or may be given an ad hoc assignment of benefit to the University that requires full time attention. All exceptions to this workload policy must be approved by the President, Provost, Dean, and Program Chair.

Related Documents

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