

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-04
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Workload	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 1

4. Workload

Overview

Covers policies and procedures relating to workload expectations, workload reporting and monitoring, summer session teaching, guidelines for teaching loads, workload reduction for administrative duties, and pay scale, buyout time, and teaching overload compensation

Scope

Applies to regular faculty members and instructors except visiting professors, part-time faculty, and the College of Medicine and Health Sciences.

Objective

Creates a viable and productive work environment, sets out principles of fairness among faculty members and instructors and prescribes how workloads are determined, calculated, monitored, and reported for compliance.

Policy

1. As per “Faculty member and instructor Responsibilities” Policy, a full-time faculty should be engaged in teaching, research and service. The balance among the particular components of a faculty member’s responsibilities varies based on his/her designation (teaching or research faculty). All faculty members are expected to make a balanced and significant contribution in all three areas.
2. The faculty members and instructors of a Program, Department, or College, as pertinent, are collectively responsible for carrying out the teaching load for offered courses and instructional activities as published in the University Time Schedule. Program Coordinators and Department Chairs are responsible to promote equity in workload assigned to Program or Department faculty members and instructors. Assignment of the teaching load of individual faculty members and instructors should take into consideration the balance of expected outcomes in teaching, research, and service over time based on his/her designation. The Dean is responsible to ensure that faculty/instructors workload assignments across the Departments and/or Programs are generally well balanced.
3. Under unexpected circumstances, where a faculty member/instructor is unable to fulfill his teaching duties due to illness or other situations, the Department Chair, in consultation with the Dean, should reassign his/her teaching load to other qualified members.
4. The Dean may grant reductions in the teaching workload to faculty members and instructors for a specific period of time and specific reasons.
5. Faculty members and instructors may be compensated for taking a teaching overload according to UAEU approved policies and guidelines.
6. Any additional teaching/workload guidelines developed within Colleges shall give effect to the spirit of this policy and must be approved by the Signatory Authority.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-04
		Effective Date	12-Aug-2018
	Subject Workload	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 4

Procedures of Policy No. (4) - Workload

1. Expectations

These Procedures provide a flexible framework that will permit each Department/College to adjust their workloads to suit the unique instructional needs and academic objectives of their unit. The Procedures intend to enhance the work environment; ensure fairness in distribution of the workload among faculty members and instructors; encourage research; maintain reasonable teaching hours, and delegate responsibilities to Department Chairs and Deans.

- a) Workload assignments include the entire range of a faculty/instructor responsibilities, such as instruction, advising, committee work, theses supervision, guidance of students' organizations, research, service, and curriculum development. Assignments should account for faculty designation/stream (focus), academic rank, the number of course preparations, levels of courses taught, assessment activities, student enrollments, subject matter, support from clerical and other staff or teaching assistants, and administrative responsibilities.
- b) The maximum teaching load for faculty members and instructors and minimum teaching load for faculty members and instructors with administrative duties are given in Table 4.1.

Table (4.1) Teaching load for faculty members and instructors and minimum teaching load due to administrative duties

Rank and classification	Teaching load per Academic Year (cr. hr.)	
	Should not exceed	Minimum due to administrative duties
Assistant Professors and Teaching Stream Associate Professors	24	12
(Standard) Associate and Full Professors	18	6
Research Stream/Focus Associate and Full Professors	12	6
Instructors*	30	18

*The teaching load for instructors is calculated based on the contact hours. In all cases, it should not exceed 30 cr. hrs per academic year or 36 contact hours whichever is less.

- c) Teaching load is divided between the academic semesters. Consequently, faculty members and instructors who have high teaching load assignments in one semester should be assigned a lower load in the other(s).
- d) The maximum teaching load for faculty members only teaching in graduate programs is 18 credit hours, or equivalent, per academic year, or pro-rata for faculty teaching a mix of undergraduate and graduate courses.
- e) In special cases and with the approval of the Provost, the minimum teaching load for faculty members might be reduced further.
- f) In exceptional circumstances where teaching overloads are inevitable, teaching overload compensation is made for every credit hour taught above the maximum teaching load specified in Table 4.1, with a maximum of six cr. Hrs. per semester. The compensation for any teaching load that exceeds or falls short of a credit hour is made pro rata. Teaching overload and compensation for teaching at the undergraduate and graduate levels, professional programs, and supervision of Master and Doctorate programs are made at the end of the academic year.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-04
		Effective Date	12-Aug-2018
	Subject Workload	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	2 of 4

- g) Any administrative release time is counted in the workload but is not counted within the calculations of teaching overload.
- h) Reductions for administrative duties are detailed in this Procedure. Faculty without administrative contracts may be granted a maximum of six cr. hr. per semester reduction for additional administrative duties in the service of the University. No teaching load reduction is given for minor administrative or service duties. Administrative load reductions cannot be combined except with the approval of the Provost.
- i) A reduced teaching load may not be granted for assignments or tasks for which faculty members/instructors receive financial compensation, unless otherwise stated.
- j) New faculty members who are at the outset of their academic careers may be awarded a reduced teaching assignment of three credit hours during their first semester at the University. Such faculty will not normally be assigned committee service or student advising.
- k) Faculty members may be entitled to buy-out part of their teaching load if heavily involved in external research grants or consultancy services. Approvals are granted by the Dean in consultation with the Department Chair. A faculty member may request the buy-out of a minimum of two and a maximum of six credit hours in any semester where one credit hour is worth “total annual compensation and benefits of the concerned member divided by the maximum teaching load identified in Table 4.1.”
- l) Reductions in teaching load for official administrative duties and buy-out time may be combined, provided that the faculty is teaching a minimum of 3 cr. hr. per semester.

2. Workload Reporting and Monitoring

- a) The Department Chair will consult with each faculty member/instructor to develop a work plan (teaching, research, and service) that follows the above guidelines and ensures the Department meets its curricular, enrollment, and other obligations. Work plans should be aligned with the goals of the Department and College and may be changed at any time considering unforeseen circumstances.
- b) The Department Chair is responsible for monitoring the workloads of individual faculty members and instructors, ensuring obligations are met and allocations are fair across the Department and allow fulfillment of the faculty’s other academic duties. The Department Chair must notify the Dean if a faculty member’s workload is not consistent with these procedures.
- c) The Dean is responsible for monitoring Department practice and the extent to which the procedures are adhered to, with a view of achieving the best performance of the College.
- d) A workload report for each faculty member/instructor and Department is prepared by the academic advising units each semester and distributed to the Department Chair, the Dean and the Provost. The Provost Office ensures compliance with related policies.
- e) The Provost will initiate periodic workload reviews from a University-wide perspective.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-04
		Effective Date	12-Aug-2018
	<u>Subject</u> Workload	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<i>Responsible Office:</i> DVC for Academic Affairs	Page Number	3 of 4

3. Summer Semester Teaching

- a) Unless exceptionally approved by the Signatory Authority, the teaching load of any faculty member/instructor during the summer semester may not exceed six credit hours.

4. Guidelines for Teaching Load

- a) Teaching load credit for lecture-type sessions at the undergraduate level is calculated as one credit hour for every lecture hour per week per semester. For courses that require extraordinary preparation or grading or other supplementary activities, adjustments may be granted on recommendation of the Dean and approval of the Signatory Authority.
- b) Teaching load for laboratory sessions
 - (i) When the faculty member attends and supervises laboratory sessions with participation of an instructor, the faculty member is assigned one credit hour for every two laboratory hours; the instructor is assigned one contact hour for every two laboratory hours.
 - (ii) When the faculty member does not attend, or supervise the laboratory session, no credit is assigned to the faculty member and the full load of the laboratory session is assigned to the instructor as contact hours.
 - (iii) When the faculty member attends and supervises the laboratory session without participation of an instructor, the faculty member is assigned two-thirds of the laboratory contact hours as credit hours.
- c) Sections with an enrollment of more than 60 students are weighted at four-thirds (4/3) of the credit hours allocated to the course.
- d) Courses taught to two sections simultaneously using videoconferencing are weighted at four-thirds (4/3) the credit allocated to one section of the course. If the combined number of students in the two sections is 60 or more, the teaching load is calculated at one and half times (1.5) the credit hours allocated to the course. For such courses, a support staff member must be present at the remote site for the entire duration of the class to monitor the class and assist in class activities.
- e) When more than one teacher participates in teaching a single course, the teaching load credit is divided among all participating faculty members in proportion to their work in the course.
- f) Faculty members and instructors are not normally assigned more than two new course preparations in any given semester.
- g) Credits for individual instruction and graduation/senior projects should be between one-half and one (0.5–1.0) credit hour per student and with a maximum of three credit hours per group, based on the approval of the Dean.
- h) The equivalent teaching load for supervision of internships, industrial training, and field activities depends on the nature of supervision by the faculty member and is based on the recommendation of the Dean and approval of the Provost.
- i) The equivalent teaching load for the supervising (advising) committee of graduate theses and dissertations is one credit hour per student per semester with a total, over the student's study duration, not exceeding 3 credit hours for each MSc thesis and 6 cr. hrs

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-04
		Effective Date	12-Aug-2018
	Subject Workload	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	4 of 4

for supervision of each doctorate dissertation. This is applicable only to students who are registered for thesis/dissertation credits.

- j) A faculty member may not receive more than 3 cr. hr. per semester for supervision of graduate theses and dissertation.
- k) Equivalent credit hours of other related instructional/teaching activities are proposed by the Dean and approved by the Provost.

5. Reductions for Administrative Duties

Teaching load reduction for administrative duties and other assignments is provided in Table 4.2.

Table (4.2) Teaching load reduction per semester against administrative duties

Administrative Duty	Cr. hr. reduction	Signatory Authority
Director, Office of Academic Personnel	6-12	
Director, Office of Institutional Effectiveness	6-12	
Director, Research & Sponsored Projects Office	6-12	
Vice Dean	6	
Center Director/ Executive Director, Science & Innovation Park	3-6	
Director, National Faculty Recruitment and Development Office	3-6	
Assistant Dean/Department Chair/Program Coordinator/Head of Academic Unit	3-6	Recommended by the Dean and approved by the Provost; noting the minimum teaching load provided in Table 4.1
Head of Administrative Unit in a College/ Editor-in-Chief of Academic Journal/Course Coordinator	1-3	Determined by the Dean; noting the minimum teaching load provided in Table 4.1

6. Faculty Pay Scale and Buy-out Time

- a) The compensation rates for teaching overload, visiting, and part-time faculty members are determined based on related University regulations.
- b) In all cases, the annual compensation for extra load teaching at the undergraduate and graduate level, professional programs and supervision of Master and Ph.D. theses should not exceed two-month of the adjusted salary.
- c) The rate of buying-out one credit hour is calculated based on the total annual salary and all benefits allocated to the faculty member divided by the number of maximum teaching load credit hours relative to their stream/focus (Table 4.1). Buy-out time applies to faculty members earning more than 25% of their annual salary from external research and/or consultation projects.