

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-04
		Effective Date	01-Sep-2014
	Subject Workload	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of these Procedures	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; encourage research; maintain reasonable teaching hours, and delegate responsibilities to Department Chairs and Deans.

- a) Workload assignments include the entire range of a faculty member's responsibilities, such as instructions, advising, committee work, thesis supervision, guidance of students' organizations, research, service, and curriculum development. Assignments take into account the number of course preparations, levels of courses taught, student enrollments, subject matter, support from clerical and other staff or teaching assistants, and administrative responsibilities.
- b) The maximum teaching load for regular faculty members is 24 credit hours, or equivalent, per academic year. Ideally teaching is divided equally between fall and spring semesters. Consequently, faculty members who have high teaching load assignments in the fall may request a reduction in their spring teaching load. The maximum teaching load for instructors is 30 credit hours (equivalent to 36 contact hours) per academic year.
- c) The maximum teaching load for faculty 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.
- d) The minimum teaching load for faculty members with a load reduction for extraordinary research activities or other administrative duties is six credit hours per semester for faculty members and 9 credit hours (equivalent to 12 contact hours) per semester for instructors. In special cases and with the approval of the Provost, the minimum teaching load for faculty members might be reduced to 3 cr. hr. per semester.
- e) The targeted teaching load for faculty, distinguished in research or heavily involved in teaching graduate courses, is 18 credit hours per academic year.
- f) In exceptional circumstances where teaching overloads are inevitable, teaching overload compensation is made for every credit hour taught above the maximum teaching load with a maximum of 6 cr. hr. per semester. The compensation for any teaching load that exceeds or falls short of a credit hour is made pro rata.
- g) Any release time is counted in the faculty member's workload but is not counted within calculations of teaching overload.
- h) The Dean may reduce, up to a maximum of three credit hours (per semester), the teaching load of faculty members who are heavily involved in research, or teaching graduate courses, or providing outstanding university and community service, or conducting specific assignments that are beyond the normal duties of faculty members. No teaching load reduction is given for minor administrative or service duties.

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- i) Reductions for administrative duties are detailed in this Procedure. Faculty without administrative contracts may be granted a maximum of six credit hours reduction for additional administrative duties in the service of the University. Administrative load reductions cannot be combined except with the approval of the Provost.
- j) A reduced teaching load may not be granted for assignments or tasks for which faculty members receive financial compensation, unless otherwise stated.
- k) 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.
- l) Faculty members may be entitled to buy-out their teaching with income deriving from external research grants or consultancy. 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 1/24 of the total value of the faculty member's annual compensation package.
- m) Reductions in teaching load for assignment of administrative duties and buy-out time may be combined.

2. Faculty Workload Reporting and Monitoring

- a) The Department Chair will consult with each faculty member 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 will align with the goals of the Department and College and may be changed at any time in light of unforeseen circumstances.
- b) The Department Chair is responsible for monitoring the workloads of individual faculty members, 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 falls outside these procedures.
- c) The Dean is responsible for monitoring Department practice and the extent to which the procedures are adhered to, with a view to achieving the best performance of the College.
- d) A Workload report for each faculty member 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.

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3. Summer Semester Teaching

- a) Unless exceptionally approved by the Signatory Authority, a faculty member's teaching load for the summer semester may not exceed six credit hours.
- b) Faculty members assigned to teach in the summer semester are entitled to additional compensation at the approved rates.

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.
 - (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.
- 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 the 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 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.

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- 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 main advisor of MSc theses and PhD dissertations is one credit hour per student per semester. This is applicable only to students who are registered for thesis/dissertation credits.
- j) Equivalent credit hours of other related instructional/teaching activities are proposed by the Dean and approved by the Provost.

5. Reductions for Administrative Duties

The following table outlines the release hours for administrative duties and other assignments:

Administrative Duty	Reductions (in Credit Hours)	Signatory Authority
Department Chair/Program Coordinator/Head of academic unit	3-6	Recommended by the Dean and approved by the Provost
Vice Dean	6	
Assistant Dean	3-6	Recommended by the Dean and approved by the Provost
Head of an administrative unit in a college	1-3	Recommended by the Dean and approved by the Provost
Editor-in-Chief of an academic college journal	1-3	Recommended by the Dean and approved by the Provost
Course coordinator	1-3	Determined by the Dean; depends on the number of sections and nature of the course

6. Faculty Pay Scale and Buy-out Time

- a) The compensation rates for teaching overload, summer work, visiting, and part-time faculty members are determined based on related University regulations.
- b) 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 24 credit hours. Buy-out time applies to faculty members earning more than 20% of their annual salary from external research and/or consultation projects.