

MEMORANDUM

Date: October 31, 2022

TO: Dr. David Biek, Dean, School of Education and Behavioral Sciences
Mr. Adon Clark, Dean, School of Aviation
Dr. Alex Koochang, Dean, School of Computing
Dr. Marc Miller, Dean, School of Business
Dr. Tara Underwood, Dean, School of Health and Natural Sciences
Dr. Mary Wearn, Dean, School of Arts and Letters
Dr. Loretta Clayton, Dean, Office of Graduate Studies

FROM: Dr. David Jenks, Provost

SUBJECT: Faculty Workload Policy – Course Overload/Release Requests

Purpose

This memorandum articulates the policy that guides institutional administration and, therefore, faculty on appropriate teaching workloads that ensure MGA students make continued progress towards their graduation, along with attending to the logistical and fiscal demands of our institution. MGA is entrusted with a mix of state funds and tuition; accordingly, we remain stewards of our commitment to serving our students' learning and the needs of the Middle Georgia area while keeping a holistic balance of teaching, research, and service.

The Office of the Provost acknowledges the professionalism of MGA faculty. Accordingly, this policy not only allows the Office of the Provost to determine an appropriate balance of course modality but also provides transparency for equitable workload decisions for all faculty through appropriate and timely documentation. Additionally, the Office of the Provost strongly encourages school-level administrators to consider productive learning environments for all MGA students, ensuring student success by assigning teaching duties effectively, especially in relation to attendant expectations of faculty for scholarship and service.

1. Teaching Loads

Faculty teaching loads are outlined in section 5.03.01 of the MGA Faculty Handbook. The definition of a terminal degree to determine faculty workload is an earned doctorate or an MFA for those teaching in the arts—as define

Programs that use contact hours to assign teaching load rather than credit hours should document evidence that the hours match the equivalency model held in Office of the Provost. This documentation should be shared and approved by the Office of the Provost each academic year.

2. Teaching Loads for Administrators in Academic Affairs

2.3.3. Administrative course responsibility will be documented in the pay memo for each semester of the academic year.

3. Adjustments to Faculty Teaching Loads

3.1. Course overloads must conform to the conditions stated in the Faculty Handbook (section 5.03.01).

3.1.1. For a Dean to consider a Department Chair's request for a course overload for a faculty member, explicit documentation of the faculty member's credit hour production in that specific semester, along with a supporting justification of departmental need, must be submitted to the Office of the Provost for review.

3.1.2. To be eligible for a course overload, the faculty member must be carrying a full load, depending on the faculty member's terminal degree: at least 200 credit hours across all assigned sections for a four-course load or 250 credit hours across all sections for a five-course load. 3.1.

4. Managing Faculty Workloads

In your role as the dean of a school within the university, it is a unique opportunity to shape the course offerings and, in turn, student success. If you feel that a course overload or course