School of Engineering - General Guidelines for Faculty Teaching Load

1. The faculty teaching load outlined in this policy is the minimum required teaching load.
2. Each faculty member is expected to teach two (undergraduate or graduate, 3-4 credits each) courses per academic year. In addition, faculty members are required to participate in supplemental teaching activities such as Service Learning, Core courses or seminars. However, if two 4-credit classes (8 credits) or more are taught in one academic year, supplemental teaching is not required during that period.
3. Each faculty should teach at least one required course per academic year.
4. Pre-tenured faculty members are eligible for one semester (one course) relief from teaching before their tenure consideration. This teaching break typically occurs in the first semester at UCM, but may be taken at a later time.
5. Each major can adjust the teaching load according to its specific class requirements, and for special circumstances, with the approval of the Curriculum Committee and the Resource Committee.
6. The Executive Committee, in agreement with the faculty within the major and the Curriculum Committee, may grant exceptions to these guidelines for cases such as heavy administrative assignments, committee loads, or other special circumstances.
7. Each faculty should provide an explanation of, and justification for, any deviation from the standard load outlined in this policy as appropriate as it relates to his/her promotion/merit review.