

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 defined by the Carl Vinson Institute of Government. Faculty members on tenure track with a terminal degree should teach four courses or 12 hours per semester. Faculty members at the rank of lecturer with a terminal degree and those without a terminal degree should teach five classes or 15 hours per semester.

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

2.1. Regardless of faculty rank, the Provost, Associate Provosts, Assistant Provosts, other academic administrators in the Office of the Provost, and Academic Deans are not required to carry a teaching load.

2.1.1. An administrator may choose to teach one course during an academic year, but they will not be eligible for additional remuneration for that course.

Furthermore, none of those classes shall be scheduled, held, or conducted during regular business hours.

2.1.2. In the case of extraordinary need, an administrator can request an exception to this teaching limit by submitting a justification to the Office of the Provost for review.

2.2. Associate Deans and Department Chairs will teach one course per semester as part of their regular contract—one course in the fall, spring, and summer semesters.

2.2.1. To balance school-level needs, the Provost may approve a Dean's request to adjust the timing of the teaching load for Associate Deans and Department Chairs across semesters.

2.2.2. Associate Deans and Department Chairs may teach one overload course per semester, contingent upon approval by the Provost. Any teaching overload must either be an online course or a course scheduled outside of regular business hours.

2.2.3. In the case of extraordinary need, the administrator can request an exception to this teaching limit by submitting a justification to the Office of the Provost for review.

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

2.3. The title of 12-month Program Coordinators signifies a specific role and function within academic programs.

2.3.1. Twelve-month program coordinators will receive one course load reduction per semester, fall and spring. Summer expectations include a focus on accreditation and program development.

2.3.2. Twelve-month Program Coordinators are not eligible for teaching overload courses.

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.

3.1.3. Every course overload must receive approval from the Provost upon receiving documentation of the justified need for a course overload. Any request for a course overload must also include a statement that the additional work will not negatively affect the faculty member's scholarship and service.

3.1.4. Exceptions to the minimum credit-hour threshold for eligibility exist only in the case that an approved and documented framework for contact-hour guidelines has been established in conjunction with the Office of the Provost.

3.1.5. All course overloads will be documented in a pay memo addendum each semester with supporting justification and approval: [\[ADD LINK TO FORM\]](#)

3.1.6. All course overloads will be monitored continually and then reported in summary after each semester.

3.2. Course reductions may be granted with limits and expectations approved and documented by the Department Chair, Dean, and Provost. Some course reductions are written into policy (e.g., the Faculty Senate Chair); others, such as 10-month Academic Program Coordinators, are determined by the Chair, Dean, and Provost based on need and SACSCOC accreditation expectations.

3.2.1. No faculty member or administrator receiving a course reduction is eligible to teach a course overload.

3.2.2. All course reductions will be documented in a pay memo addendum each semester with supporting justification and approval: [\[ADD LINK TO FORM\]](#)

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 reduction is justified, please submit that request in this online form linked here: [\[LINK\]](#)

4.1. The use of double sections must be approved by the Provost each semester.

4.2. All internships and independent studies must be approved by the Department Chair, Dean, and Provost. With appropriate documentation and approvals, a faculty member conducting an internship or independent study shall receive \$250 per student per semester.

4.3. All courses with low enrollment—herein defined as 12 students for a three credit-hour course or nine students for a four credit-hour course—must be combined with a similar course no later than a week prior to the beginning of the course to optimize course scheduling, except in the case of a justified need for campus presence and/or degree program completion. Any exception must be approved by the Provost.

4.4. All eligible MGA faculty members are permitted to teach a maximum of one course per fall semester, spring semester, or summer semester for USG's eCampus, eMajor, or eCore. All requests for faculty to teach for any of those units must be approved by the Department Chair, Dean, and Provost.

4.5. Per MGA policy 8.1.5.3, any remuneration-based activity of faculty beyond their MGA contract must be reported to MGA via the Outside Occupational Activity Form no later than 30 days prior to the beginning of the academic year or the start of said activity for approval by the Provost:

https://www.mga.edu/human-resources/docs/Outside_Occupational_Activities.pdf

Thank you for all of your great work to help our students succeed!