

Southern Oregon University
Policy on Loading
Effective June 1997
(Updated July 2006)

This policy contains guidelines to help Chairs and Deans assign appropriate equated load units (ELUs) for faculty instructional effort. In addition, faculty members are expected to advise students and engage in other faculty duties related to their academic appointment.

These guidelines cover the more typical course situations. Deviations from the guidelines may be recommended by the Department Chair and approved by the appropriate School Dean or Director based upon the type of instruction involved, as well as to the needs of the department, school or institution.

I. General Instructional Course Loading:

The issues considered below involve the assignment of loading and, in some cases, extra loading to match equated load units (ELUs) to faculty effort.

- A. The standard instructional load for a full-time professorial faculty member is 36 ELUs per academic year and for a full-time professional faculty member is 44-45 ELUs per academic year. Extra ELUs might not necessarily lead to funded release time. The Department, School, or University may explore other ways to compensate faculty for this extra effort.
- B. Faculty falling below the standard instructional load for the academic year, either due to course cancellations or unanticipated low enrollments, may be assigned administrative tasks at the department, school, or university level commensurate with the load reduction or carry an above average load in the next academic year.
- C. Normally the equated load units associated with a course will be as follows:
 - One ELU per hour of lecture, recitation, discussion, etc.
 - Two ELUs per three contact hours of laboratory, studio, etc.

Examples: A course that contains three lectures (50 minutes each) and three hours of lab per week would be loaded at five ELUs, three for the lectures and two for the laboratory section. Total loading for such a course with multiple lab/studio sections would be three ELUs for the lecture plus two ELUs for each lab/studio section.

- D. The development of new courses (including electives), major redesigns of existing courses, or laboratory/studio courses that involve an unusual amount of extra research and/or preparation may be awarded additional ELU up to a maximum of 1.5 times the normal ELU associated with that course. Criteria used to determine the amount of extra loading for the development of course should include such items as potential enrollment; centrality to University, School, or Departmental missions; degree to which course is new or revised; interdisciplinary nature; student demand; etc. Generally, awarding ELUs does not apply to the updating of existing courses.
- E. *Capstones, practica, open numbered courses, reading and conference courses, thesis and research courses, etc.:* Sections will be loaded with approximately 1/6th of the normal ELU per student, up to six students above which loading would equal that of other courses of similar format (see section I.C.). For example, instructor loading for a 3-credit class would be 3 ELUs for six or more students, 2 ELUs for four students, and 1 ELU for two students. Fractional ELUs are possible.

- F. *Low enrollment courses:* Most low enrollment courses would be at the upper division or graduate level. Although the normal enrollment minimum is ten (10) students, there may be no reduction in ELUs for sections with six students, which is a reasonable threshold value above which loading would equal that of other courses of similar format (see Section I.C.). Sections with fewer than six students will be loaded with approximately 1/6th of the normal ELU per student. For example, instructor loading for a 3-credit recitation course would be 3 ELUs for six or more students, 2 ELUs for four students, 1 ELU for two students, etc. Fractional ELUs are possible.
- G. *Large enrollment courses:* Lower division courses taught in large lecture sections with at least 60 students may be awarded ELU from 1.0 to approximately 1.5 times the normal loading, depending upon the individual course format. Courses with less than 60 students may be awarded additional ELU up to 1.5 times the normal loading if the course requires the faculty member to provide extraordinary review of and/or feedback on student work.

II. Interdisciplinary and team-taught undergraduate and graduate courses:

- A. Interdisciplinary courses can be taught by one faculty member or by two or more faculty members.
- B. Loading for one faculty member should be the same as for any course (see section I).
- C. Involvement of more than one faculty member in instruction and evaluation can take three general forms, given below. Loading in all cases should reflect effort.
 - 1. *Interdisciplinary:* In an interdisciplinary course the relationship between and among the disciplines is emphasized and the instructors must be present and involved in the majority of the class sessions. This method of instruction involves significant effort from all parties, who must be rewarded. The following guidelines are recommended.
 - a. For the development of a new course, each faculty member is assigned ELUs based on the units associated with that course (e.g., for a 3-hour course taught by three faculty members, each would receive 3 ELUs for a total of 9 associated with the course). The preparation of a new interdisciplinary course could result in more ELUs than any other preparation.
 - b. For an existing course each faculty member is assigned ELUs at 2/3 (for a 3-credit course) or 3/4 (for a 4-credit course) of the units associated with that course. (In the example above each faculty member would receive 2 ELUs for a total of 6 associated with the course.)
 - 2. *Multidisciplinary:* Instructors teach one segment or module that is not necessarily connected to other modules. In this instance, loading would be directly related to time (e.g., one-third of a 3-credit course would be one ELU).
 - 3. *Team-taught:* While similar to interdisciplinary courses, team-taught courses concentrate on different areas within a single discipline. Loading would vary between that of multidisciplinary and interdisciplinary described above; but, in most cases, would be less than that for an interdisciplinary course of similar format.

III. General-education courses that are not assigned to a particular department:

Departments and Schools are provided an accounting of the ELU and SCH associated with their faculty teaching courses listed under general education or interdisciplinary subject codes that are not assigned to a particular department.