

University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to Renee Hicks, Executive Director of Planning and Institutional Effectiveness and SACSCOC Liaison via email: renee.hicks@nicholls.edu

<input type="checkbox"/> New or <input checked="" type="checkbox"/> Revised	Section Number/Title:
Effective date:	
Source of Change:	<input type="checkbox"/> Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors <input checked="" type="checkbox"/> Policy changes that are the result of activities by the policy or procedure-making bodies of the University through the President's Cabinet <input type="checkbox"/> Informational change that does not need to be cleared with policy or procedure-making bodies
Office of origin:	Faculty Senate
Key contact person:	David Whitney
Name and location of related documents (forms, guidelines, samples, etc.): <i>Provide electronic attachments when possible</i>	
Policy/procedure applies to (check all that apply):	<input checked="" type="checkbox"/> Faculty members <input type="checkbox"/> Civil service employees <input type="checkbox"/> Professional/administrative staff <input type="checkbox"/> Students <input type="checkbox"/> All of the above
Approved by:	

REASON FOR CHANGE

Please state the reason for the change in this space.

Procedure(s):

PROPOSED CHANGE: In order to create a more equitable working environment and to align with best practices of other universities, we would like clear guidelines for teaching loads. For tenure track and tenured professors, a "4-4" (12 credit hours per semester, 24 per year) teaching load will be the maximum allowed. For instructors, it will be a "5-5" (15 credit hours per semester, 30 per year). If a professor or instructor teaches more than their respective limits, they shall be given adjunct or overload pay. Exceptions may apply for independent study courses and internships. Also, the proposal is worded to allow for flexibility within particular semesters (ex. a 4-4 may be a 5-3 if necessary, but the overall academic year hours would not exceed 24).

FROM

2.7.3.1 Probationary and Tenure Contract Faculty

The teaching assignment for full-time probationary and full-time tenure contract faculty shall be a minimum of 24 semester credit hours, or its equivalent, of instruction in organized undergraduate classes in an academic year. The assignment of library faculty shall be a minimum of 40 hours per week.

2.7.3.2 Term Contract Faculty

The teaching assignment for full-time term contract faculty shall be a minimum of 24 semester credit hours, or its equivalent, of instruction in organized undergraduate classes in an academic year or 12 semester credit hours in a semester. The teaching assignment for part-time term contract faculty shall not exceed 9 semester credit hours in a semester. The assignment of library faculty shall be 40 hours per week.

TO:

2.7.3.1 Probationary and Tenure Contract Faculty

The primary teaching assignment for full-time probationary (tenure track) and full-time tenure contract faculty shall be no more than 24 credit hours per academic year or its equivalent. Exceptions may apply for independent study courses and internships. Any additional teaching assignments must be agreed upon by faculty for an overload or adjunct fee. The assignment of library faculty shall be a minimum of 40 hours per week.

2.7.3.2 Term Contract Faculty

The primary teaching assignment for full-time term contract faculty shall be no more than 30 credit hours per academic year or its equivalent. Exceptions may apply for independent study courses and internships. Any additional teaching assignments must be agreed upon by faculty for an overload or adjunct fee. The teaching assignment for part-time term contract faculty shall not exceed 9 semester credit hours in a semester. The assignment of library faculty shall be 40 hours per week.

Approved: _____

President John Clune

<i>For PPM Committee use only:</i>	
Date Reviewed by PPM Committee	5/7/18 (Committee Suggestions in red)
Date Sent to UC	6/15/18 via email
Date Approved by President's Cabinet	7/17/18
President's Approval (signature) obtained	7/20/18
Addition/Revision to P&P Manual (date, Section, made by)	Date: 7/23/18 Section: 2.7.3 Made by: Brigett Scott
Date of Campus Notification	7/23/18