

BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
EOP 28
Faculty Work Loads

PURPOSE

The purpose of this Engineering Operating Policy and Procedure (EOP) is to establish a college policy on the workload for academic faculty in the Bagley College of Engineering.

REVIEW

This EOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Bagley College of Engineering Administrative Council with recommendations for revision presented to the Dean.

POLICY/PROCEDURE

The workload for academic faculty follows AOP 13.23 in the Bagley College of Engineering. The current workload is equivalent to twelve credit hours per semester, which includes time allocated for teaching, research and service. Due to the variation in section sizes, level (lower, upper and/or graduate), duplicate sections and other factors, department heads are expected to use judgment in assigning teaching loads. Guidelines for workload assignments are as follows:

- A faculty member who has only classroom and laboratory responsibilities, with no involvement in advising, curriculum development, research or service, is expected to teach the equivalent of twelve credit hours per semester. This is usually the case for full-time lecturers and instructors.
- Full-time, tenure track faculty members in their first and second year are assigned two or three sections during the academic year. They are expected to show significant progress toward tenure by producing research proposals and scholarly papers for journals and conferences. Their productivity is assessed and goals are set as part of the annual review.
- Full-time faculty who have two or more years of service at MSU:
 1. With involvement in advising and curriculum development, but no externally funded research and limited journal publishing, are expected to teach three sections per semester (six per year). If they have a plan for research and are producing proposals, refereed journal or conference papers, and directing graduate students, then one or two sections may be removed, resulting in a load of four or five sections per year. If their load is reduced, productivity is assessed and goals are set as part of the annual review.
 2. With involvement in advising, curriculum development and externally funded research, loads are reduced as follows:

1. One section (teach 2 sections per semester) – up to 25% salary release.
 2. Two sections (teach 1 section per semester) – up to 50% salary release.
 3. Three sections (no teaching) – up to 75% salary release.
 4. Generation of external funding is expected of engineering faculty members. Engineering faculty members on funded release are expected to supervise graduate students and publish in refereed journals and produce other scholarship. Release for such scholarship will not generally be additive with funded release.
3. Teaching loads may be reduced for other purposes, such as significant service to the department, college or university, or an external organization. Examples are as follows:
1. One section reduction for one semester (teach 5 per year) – equivalent to 12.5% salary release.
 2. One section reduced each semester (teach 4 per year) – equivalent to 25% salary release.
 3. Combinations of the above in multiples of a 12.5% salary release per section.

APPROVED:

Robert A. Altenkirch	July 3, 1995
Dean of Engineering	Date

REVISED:

A. Wayne Bennett	October 7, 2004
Dean of Engineering	Date

REVISED:

Sarah A. Rajala	August 17, 2010
Dean of Engineering	Date

REVISED:

Jason M. Keith	May 9, 2017
Dean of Engineering	

REVISED:

Jason M. Keith	May 10, 2022
Dean of Engineering	