

Loading Norms for Academic Year (See CBA Article 19)

• Normal Faculty Loading

- Professional Faculty 44-45 ELU/year (12-16 per term)
Professorial Faculty 36 ELU/year (12 per term)
- Faculty who are loaded above (or below) these levels may be compensated for their overload (or underload) through his/her ELU bank.
- When overloads cannot be compensated through the ELU bank, overload pay may be considered (normally \$600/ELU). At the time of the overload, the Chair must determine the compensation (salary or ELU bank).
- ELU Bank restrictions
 - surplus: at most +6 ELU
 - deficit: no more than -4 ELU
- Surpluses in the ELU Bank may "buy" course release in a subsequent term with the approval of Chair and Dean.
- Deficits in ELU bank may be "paid back" through overloads in a subsequent term or summer teaching (see Article 13, section D, item 4), again with the approval of Chair and Dean.
- Summer instructional and administrative assignments are compensated according to Article 13 and, except where specifically noted above, do not impact a faculty member's ELU bank.

• Normal Course Loading

- Lecture courses are loaded at 1 ELU/credit (where 1 credit normally equates with 1 hour of lecture per week).
- Lab and studio courses are loaded at 2/3 ELU/credit (where 1 credit normally equates with 3 hours of lab or studio per week).
- Online courses are loaded the same as face-to-face courses.
- Courses with less than 6 students are loaded at 1/6 normal course ELU/student (when not cancelled).
- **Exceptions — *Subject to approval of Chair and Dean***
 - Enrollment is set by departments based on typical workload required for different types of courses. For example, pedagogical requirements, feedback demands (such as a writing-intensive course), or excessive one-on-one contacts (such as capstone) may lower maximums. The department should set online course maximums just like face-to-face courses.
 - Instructors with unusually high enrollments (or over-enrollments) may receive additional ELU to reflect the increased workload (~22 hours/ELU).
 - Additional ELU may be given for writing intensive courses and other high-instructional-demand courses.
 - Individualized courses (capstone, reading and conference, practicum, etc.) usually use the normal course loading, but may be adjusted based on high (or low) instructional demand.
 - Individual choices made by an instructor are unlikely to alter loading. For example, a course design that dramatically increases one-on-one contacts or teaching a reading and conference course, without the chair's agreement that it is needed, would not normally result in additional ELU.

• Other Possible Additions to the ELU Bank — *Subject to approval of Chair and Dean*

- Additional ELU may be given for excessive advising loads (~22 hours/ELU) — for example, a department might determine 15 advisees above their normal load of 30 merits 1 ELU.
- Course revision is considered part of the normal course loading, however course development or significant redevelopment may be compensated (either ELU or summer compensation).
- Team teaching a course may result in the total ELU divided up among the instructors exceeding the normal course loading — for example, a department may determine a particular 4-credit lecture course that is team-taught by two instructors merits loading each faculty member at 3 ELU, rather than just 2 ELU.
- Excessive service commitment(s) in a given term may result in course release (~22 hours/ELU). Typical examples are administrative release such as, department chairs, faculty directors, program coordinators, and chair of Faculty Senate. Administrative releases are normally worked into the faculty member's load, which would not result in banking ELU.
- Unusually heavy research demand(s) in a given term may result in course release (~22 hours/ELU). For example, heavy publication schedule or big push to meet a deadline for an important grant.
- **Possible Subtractions to the ELU Bank — *Subject to approval of Chair and Dean***
 - Low enrolled courses that are not cancelled may reduce projected annual ELU (see normal course loading above).
 - Cancelled courses may reduce the projected annual ELU for a faculty member.