

Union College Current Loading Practices

October 17, 2013

The initial draft of this report was prepared by the Subcouncil on Faculty Loading. The information for this summary came from the 1994/1996 Loading Report, the 2001 Division IV Loading Report, from two informal reports prepared by Dean McCarty (2011) and Deans McCarty and Hayes (2012), responses from Chairs and Directors to a questionnaire (2013), and from conversations with all relevant Deans. The AAC circulated the report prepared by the Subcouncil to department chairs Oct. 7, 2013, and edited the report to reflect chair comments received by Oct. 17, 2013.

Based on the above information we have described current loading practices to the best of our abilities.

Union College Loading Current Practices:

1. Teaching Load: 24 contact hours (each course credit = 4 contact hours) or 6 courses per year
2. Basic models of loading:
 - a. 6 classroom courses per year, most of which are small or medium sized (10-25 students).¹
 - i. Thesis supervision (a small number) is part of load without additional compensation.
 1. The English Department offers a 2 term Honors Thesis Seminar course in which all honors senior thesis students enroll in fall and winter. The faculty member teaching this course receives 2 course credits.
 2. Physics gives 1 contact hour per term? (see point 15) for leading a senior seminar (weekly meeting with seniors to discuss research, job searches and graduate school).
 - ii. This model is generally followed by Divisions I and III
 - iii. Though this rarely occurs, when a faculty member is underloaded by a portion of a course, they may count $\frac{1}{4}$ course for each thesis student that they teach towards their total teaching load.
 - b. 4 or 5 classroom/laboratory courses per year if the department follows these guidelines:
 - i. Major of no more than 10 classroom (non-thesis) courses
 1. Mathematics follows this model but requires 11 courses for the major.
 2. Mechanical Engineering requires 17 classroom courses partly due to accreditation requirements.
 - ii. Introductory and intermediate level classes must be large (≈ 30 students)

¹The term “classroom course” should be interpreted here to include the lab courses and their equivalents.

- iii. Few small or seminar style classes.
 - iv. 1 or 2 courses (8 contact hours) worth of senior thesis supervision (4 students for 2 terms constitute one course).
 - v. A faculty member cannot receive more than two course credits (8 contact hours) for senior thesis supervision in a given year.
 - vi. This model is generally followed by Divisions II and IV
- c. Variant of Model b: 4 or 5 classroom courses per year if the department follows these guidelines:
- i. Offer introductory and intermediate courses that enroll over thirty students as well as a few very large courses (50-75 students)
 - ii. Upper level courses may be small
 - iii. 1 or 2 courses (8 contact hours) worth of senior thesis supervision (4 students for 2 terms constitute one course).
 - iv. A faculty member cannot receive more than 2 course credits (8 contact hours) for senior thesis supervision in a given year.
 - v. This model is followed by the Classics Department
- d. Psychology Hybrid Model:
- i. Faculty members receive 1 course credit for supervising at least 4 2 term (or 3 term, as is the case for neuroscience) theses. Some faculty members routinely supervise more than 4 theses each year. But Even if they supervise 8 theses in a year, they still receive only 1 course credit. Psychology now banks theses as in many other Departments.
 - ii. Psychology offers a number of seminars capped at 15.
 - iii. Faculty who teach lab courses in psychology (PSY 210, 211, 220, 225) receive .5 credit for each lab section offered. The exception is PSY 300, which receives 0.75 credit for each lab section.
 - iv. This year Psychology offered a large (double) section of PSY 100 for the first time. This course is usually capped at 40-45 students, but the large section was capped at 80 students and the faculty member offering it received 1.5 course credits, with the stipulation that all assignments, etc. would not be altered from those given in the smaller section.
- e. Computer Science Hybrid Model: Similar to model 2b, except
- i. faculty do not receive credit for thesis supervision;
 - ii. introductory and intermediate courses are relatively small to medium sized (10 to 25 students); and
 - iii. studio introductory courses count 1.5 course credits.

3. Laboratory classes: Labs are taught and graded entirely by faculty with no graduate or undergraduate TAs. Faculty are always expected to be in the lab working with students all through the scheduled lab period. There are three models (1994 Loading Report, McCarty 2011):
 - a. Full Teaching Credit: Each scheduled hour of laboratory equals 1 contact hour:
 - i. Labs of 3 or 4 hours every week for a minimum of 9 weeks (27-36 hours/term) would receive 3 or 4 contact hours for the term.
 - ii. Should have a “significant” amount of writing over the term (approx. 30 pages)
 1. Biology reports that some laboratory courses may not total 30 pages of writing but use different methods to assess student work such as presentations.
 - iii. Should have a “significant” amount of preparation for experiment development, equipment set-up, exercises, etc.
 - b. Partial Teaching Credit: Each scheduled hour of laboratory equals 2/3 contact hour:
 - i. Labs of 3 hours/week for 7-8 weeks (21-24 hours/term) or 2 hours for 9-10 weeks (18-20 hours/term) would receive 2 contact hours for the term.
 1. Mechanical engineering reports that they sometimes receive 2 teaching credit hours for 3 hour laboratory sections.
 - ii. Should require preparation time for lab set-up, lab exercises and grading of student work.
 - c. Minimum Teaching Credit (1 contact hour)
 - i. Labs of 2-3 hours/week for at least 5 weeks (10-18 hours/term)
 - ii. Should require “some” preparation time for lab set-ups, exercises and grading of student work.
 - d. Studio Courses (not addressed in 1994 Loading Report) –
 - i. Faculty in computer science and physics receive 1.5 course credit for each Studio course which is a lecture combined with a 2 hour lab session.
 - ii. Faculty in Biology receive 7 contact hours for Studio Courses in which lab and lecture are combined into 2 3 hour laboratory sessions per term.
 - iii. Chemistry allots hour-for-hour teaching credit for studio-format courses. For example, a faculty member receives 1.5 course credits for teaching a studio class that meets six hours per week.
4. Some courses meet for an extra 50 minutes per week and some but not all receive 5 hours of credit when enrollments average 30 or more (1994 Loading Report). This enrollment cap has not been consistently followed.
 - a. Biology, Mathematics and Physics reports that they have additional recitation of 50 minutes for which faculty receive ¼ of a course credit for each recitation (X period).

- b. Chemistry reports that faculty teaching 200 and 300-level courses do not receipt teaching credit for recitations.
5. Team Taught Courses: When team-taught courses cross departmental boundaries each faculty member (up to 2) may receive a full course credit (4 contact hours) for the course.
 - a. Full course credit for both faculty members presumes that both faculty members are attending all or nearly all of the class sessions during the term and are coordinating their respective contributions to the course with each other.
 - b. According to McCarty and Hayes (2012) automatic approval is granted only for the first 2 times that the course is taught after which each faculty member should get ½ a course credit for team teaching unless more is approved. In practice, this approval is broadly granted.
 - c. Integrated Math Physics has 6 lecture meetings per week, plus a 2 hour lab and is taught by 2 faculty members. Physics professors receive 8 contact hours for the course. Math professors receive 6 credit hours the first time they teach IMP and 5 credit hours thereafter.
6. Terms abroad:
 - a. Full term (10 weeks) carry 2 course credits (1 course credit for out-of-classroom leadership and 1 course credit for teaching a course. This appears to be inconsistently applied (see McCarty 2011 – page 2) No more than 2 course credits in total can be received for leading a term abroad.
 - b. Mini-terms (usually 3 weeks) carry ½ course credit plus a \$4000 stipend for organizing the program.
7. Studio art courses – meet for 6 hours and receive 4 contact hours per term
8. Practicum courses are handled differently across the campus.
 - a. Science and Engineering and English research Practicum courses generally receive no teaching credit.
 - b. In Theater and Dance students may receive “Rehearsal and Performance” (R&P) practicum credit for working on a production in any “officially” sanctioned capacity (Actor, Stage Manager, etc.). The Faculty who either Direct or Design a Main-stage production receive 1 course credit for working on each show and overseeing all the students involved in its production in the R&Ps.
 - c. Music ensembles (i.e., directing performance groups in rehearsals and performances) and Electrical and Computer Engineering practicum courses receive 1 course credit (4 contact hours) for 3 terms.
9. Independent study courses receive no teaching credit.
10. No teaching credit is earned for academic advising. Due to differences in the popularity of various majors, the task of academic advising falls disproportionately on faculty in departments with a high number of majors.
11. Directors of summer research receive no teaching credit or compensation.
12. In general very large courses are not compensated specially.

- a. In History, faculty who consistently teach exceptionally large courses (200 students) receive overload course payment.
13. Writing intensive courses (Writing Across the Curriculum) receive no additional teaching credit or compensation.
14. First Year Preceptorial and Sophomore Research Seminar receive no special credit or compensation.
15. Courses with enrollment under 6 students are either cancelled or receive partial compensation, unless special approval is given for full credit.
16. In Mechanical Engineering the manager of the senior seminar series receives 1 contact hour per term.
17. Mechanical Engineering requests and receives overload payment when cumulative overload hours total more than 2. Mechanical Engineering carries forward small over / under loads (+/- 1 or 2 hours) to the extent possible in the next year. These “incidental” over/under loads are not allowed to accumulate towards a “banked course” in either direction however. Rather, when these surpluses exceed 2 hours Mechanical Engineering often requests that the deans OK a ½ overload payment (a.k.a. a lab section payment) to the faculty member to clear them. (Note: It is difficult to compare treatment of overload practices across departments as most department chairs did not provide the relevant information.)

References:

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