

Section: Faculty Policies

Policy Number: 701.2

Subject: Credits and Loads Policy

Effective Date: December 23, 2020 (amended 1/10/23)

# CREDITS AND LOADS POLICY

## DEFINITIONS AND ASSUMPTIONS

A 3-credit (cr) didactic course is associated with the expectation of an average of 9 hours of total effort per week (or 1 cr = 3 hrs).

Courses that meet or exceed enrollment guidelines count for load. For didactic courses offered at the undergraduate level, full enrollment is at least 20 students. For didactic courses offered at the graduate level, full enrollment is 6 students. Exceptions to minimum loads can be approved by the Department Head.

## STANDARD COURSE LOADS

Course loads are based on the evaluative weight percent associated with teaching. For tenure-track faculty, role statements that identify teaching as the primary area of excellence will impact teaching loads.

## TENURED AND TENURE-TRACK FACULTY

The standard course load for tenured and tenure-track faculty is as follows (examples below include 3-credit classes. In some cases, faculty teach 4-credit classes. In this latter case, the total number of expected credit hours per year will not change, but the number of classes taught may be different based on credits allocated to any single course/instructor.

- For a faculty member on a research role-statement with a 40% evaluative weight in teaching: 12cr per academic year (generally, four 3-credit courses per year; 2:2)
- For a faculty member on a teaching role-statement with a 75% evaluate weight in teaching: 18cr per academic year (generally, six 3-credit courses per year; 3:3)
- For a faculty member on a teaching role-statement with a 90% evaluative weight in teaching: 24cr per academic year (generally, eight 3-credit courses per year; 4:4)

Variations from this standard must be individually negotiated with the Department Head on an annual basis or as needed.

---

REDUCED LOAD FOR PRE-TENURE FACULTY ON RESEARCH-EXCELLENCE ROLE-STATEMENTS.

In recognition that newly appointed research faculty need time to develop their program of research prior to being considered for promotion and tenure, pre-tenure faculty will be awarded three (3) course releases for use anytime during the pre-tenure period.

Untenured faculty will have little variation in their teaching loads from year to year. If a faculty member's teaching load is such that new class preparations are required more frequently than is typical, additional course releases may be granted by the Department Head. The untenured faculty member should consult with the Department Head to determine if any adjustments to load are needed.

## ALL LECTURER OR PROFESSORS OF PROFESSIONAL PRACTICE RANKS.

The standard course load for all ranks of lecturers, and all ranks of professors of professional practice, is:

- 75% teaching, teaching role statement is 18cr per academic year (generally, six 3-credit courses per year; 3:3).
- 90% teaching, teaching role statement is 24cr per academic year (generally, eight 3-credit courses per year; 4:4).

## INSTRUCTIONAL METHOD

Online courses, broadcast courses, and face-to-face courses are considered equivalent under this policy.

## SPECIAL COURSES

### PROGRAM SEMINARS

Program seminar courses count for load on a 1cr = 1cr basis in the case that the seminar includes students from all advisors in a program, and reaches full enrollment (N=6 or the total number of students in the program if there are fewer than 6 students).

Seminars that are offered for 1 or 2 credits may be "banked" until 3 credits are acquired. When 3 credits are acquired, the instructor can request to apply those credits in place of a forthcoming class. If an instructor teaches multiple sections of a 2-credit course, he/she/they should consult with the Department Head on how this will count toward their load.

### COMBINED CLINICAL/COUNSELING (CCC) SUPERVISION

In CCC practicum courses, supervisors provide 1 hr of individual supervision per week, per student. Students enrolled in practicum carry 3-5 clients per week; for a clinical assistantship, it is 6-10 clients per week; 1 clinical GA student = 1.5 practicum students.

CCC Clinical practicum courses are implemented in two ways: with and without a group-level weekly meeting. For practica that hold a 2-3 hour class meeting each week, 1-2 hr/week prep (total 4-5 hrs):

- 4-7 practicum students across an academic year is the equivalent of 3 course-credits of load/semester

- 8-9 practicum students across an academic year is the equivalent of 4 course-credits of load/semester
- 10-11 practicum students across an academic year is the equivalent of 5 course-credits of load/semester
- 12 or more practicum students across an academic year is the equivalent of 6 course-credits of load/semester.

For practica that do not hold weekly class meetings:

- 8-9 practicum students across an academic year is the equivalent of 3 credit of load/semester

## SCHOOL PSYCHOLOGY SUPERVISION

SP faculty supervise two clinical practica opportunities for school psychology students: Integrated Assessment (IA) and School Mental Health (SMH). CCC students who are interested in school-based and/or child and adolescent services are also eligible to participate in the IA and SMH practica. The IA practicum enrolls ~4 students each year. The SMH practicum enrolls ~6-7 students each year. Although the student enrollment numbers differ for the IA and SMH practica, supervisors are estimated to spend between 10-12 hours of faculty effort/week (150-180 hours over the course of the semester) on supervisory activities, which include, but are not limited to: direct observation of services, review and feedback of assessment scoring and interpretation, diagnostic decision-making, report writing, interprofessional collaboration and meeting attendance, treatment planning and evaluation, systems consultation, reviewing progress and case notes, and conducting individual and group supervision sessions. These projected hours align with the Psychology Department's policy that supervising CCC faculty should be spending 8-12 hours of total effort per week to equate to a 3-credit course load. Consequently, faculty supervision for both the IA and SMH practica are equivalent to a faculty load of two 3-credit courses across the academic year.

## BEHAVIOR ANALYSIS (BA)

Some BA faculty provide supervised experiences to facilitate certification for matriculating students. Supervision requirements vary by student based on student's selection of either a concentrated or non-concentrated experience (see [www.bacb.com](http://www.bacb.com)). As such, supervision requirements may range from 30 mins to 2 hours/week per student. In addition, faculty provide at least 1-hour of group supervision per week and may supervise registered behavior technicians (RBTs). Faculty supervising these students (and supervising RBTs, assuming RBTs are graduate students) must provide at least 9 hours of supervision/week for this experience to count as a 3-credit course load/semester. Four, 5, or 6 credits can be allocated per semester toward load if supervision requirements are 12 hours/week, 15 hours/week, or 18 hours/week, respectively. Semesters where enrollment falls below 9 hours of supervision/week will be credited as appropriate (e.g., 6 hours of supervision/week = 2 credits). These latter cases can be "banked" til 3 credits are accumulated.

## SUMMER COMPENSATION

When supervised experiences continue in the summer, the faculty will work with the DH to determine compensation. Compensation is typically provided in the form of summer salary or "banked" credits. The amount of compensation, whether money or credits, will be based on the number of students being supervised.

## INDEPENDENT COURSES

The supervision of independent study courses, identified as follows, do not count for load purposes:

- PSY 2250 INTRO COOP WORK EXPER
- PSY 4250 ADV COOP WORK EXPER
- PSY 4910 URCO
- PSY 4920 PRACTICUM
- PSY 5900 INDEPENDENT STUDY
- PSY 5910 INDEPENDENT RESEARCH
- PSY 5930 INSTR APPRENTICESHIP
- PSY 6900 INDEPENDENT STUDY
- PSY 6910 INDEPENDENT RESEARCH
- PSY 6970 THESIS
- PSY 6990 CONT GRAD ADVISEMENT
- PSY 7900 INDEPENDENT STUDY
- PSY 7910 INDEPENDENT RESEARCH
- PSY 7970 DISSERTATION
- PSY 7990 CONT GRAD ADVISEMENT

## FACTORS THAT MAY IMPACT LOAD

**Graduate teaching assistantships.** Graduate teaching assistantships (GTA) are applied in increments of 10hrs in order to reduce the overall burden on instruction. Three factors play an important role in the assignment of TAs: class size, general education designations (BSS, DSS, CI, and QI), and courses that include a required lab (PSY1400, PSY3400, PSY3460, PSY4460, PSY4420). Standard GTA assignments to courses will be calculated as follows:

- 10 hours TA per 100 students in a given course
- 10 hours TA for BSS, DSS, CI, or QI
- 20 hours TA for lab courses

**Co-teaching.** Co-teaching impacts load in proportion to effort. This is to be negotiated with the Department Head prior to the course being scheduled on a case-by-case basis.

## COURSE RELEASES

For all faculty, course releases (one per year) may be granted for the following, even when no buy-out dollars are available:

- Serving as Editor of a professional journal
- Serving as President of a major national professional organization
- Certain, high-effort, leaderships roles in the department, including (but not limited to) Associate Department Head, Director of Clinical Training, Associate Director of Clinical Training, and Director of the School Psychology program. These roles have standard course releases that are outlined in other policies.

## DEPARTMENT HEAD GETS TO VARY FROM THIS POLICY

Other course-load adjustments may be negotiated with the Department Head on a case-by-case basis.