

MEMORANDUM

To: Deans, chairs, and directors
From: Jeremy Haefner, Provost and Senior Vice President for Academic Affairs
Subject: Basic unit of teaching equivalency for semesters
Date: 6 January 2011

This memorandum articulates a basic unit of the teaching workload for faculty. In doing so, it must be noted that there are many factors that enter in the teaching load such as the student credit hours generated, the number of preparations, lower or upper division, etc. This equivalency metric should guide the workload assignment for full-time faculty across campus.

A full-time, 100% teaching annual workload at RIT under the semester calendar system will consist of ten (10) three-credit hour courses over the course of the standard academic year. Consequently, in general, a 3 credit hour course nominally equates to ten percent (10%) of the annual effort of the faculty member. Using this basic workload equivalency, faculty teaching load can be, and likely will be, reduced to accommodate for research (scholarship, creative work, innovation) and for service responsibilities, depending on the faculty appointment and rank.

Each college is required to identify workload policies specific to their disciplines and these policies should reflect the above basic unit of work.