**Departmental Teach Load Statement**

**Department: Date:**

**Prepared by:**

SMU University Policy Manual section 6.2 on faculty workload:

A normal, full-time teaching assignment consists of 12 class hours per week or the equivalent. This is the expected assignment for faculty who have no responsibility for administration, advising, curriculum oversight, faculty and university governance and committee work, or research. Faculty with significant responsibility for advising, curriculum oversight, and normal faculty governance and university committee work ordinarily receive the equivalent of three class hours of released time each week for such duties. Faculty with active and productive research programs normally receive three class hours of released time each week for their research. Faculty with administrative responsibility may, when such administrative duties demand significant time, receive additional released time from teaching. Faculty with significant sponsored research programs may receive appropriate released time from teaching within individual school policy and with the approval of the dean.

**Tenure-track and tenured faculty:**

What is the standard teaching load for tenure-line faculty in your department? \_\_\_\_\_\_\_\_\_\_

If the standard teaching load is less than 4/4, please offer a justification for the reductions (e.g., service, research, other)

**Non-tenure-track, full-time faculty:**

What is the standard teaching load for full-time, non-tenure-line faculty in your department? \_\_\_\_\_\_\_\_\_\_

If the standard teaching load is less than 4/4, please offer a justification for the reductions.

**Teaching Load Exceptions Report**

Please explain the reasons for teaching reductions for any full-time faculty in your department who teach less than a 4-4 load.

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|  |  | **Actual Load** | | **Quantify and explain exceptions** | |
| **Name: Last, First** | **Title** | **Fall** | **Spring** | **Service** | **Research** |
| Sample, Jane | Assist. Prof. | 2 | 2 | 1 course; Director of Undergraduate Studies; Service on Faculty Senate | 1-course; Publishing at acceptable rate according to dept. guidelines. |
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