BRENAU UNIVERSITY
POLICIES AND PROCEDURES

Policy Subject: Faculty Workload
Policy Number: AA-400-09
Additional sites: Faculty and Staff Guidelines 1.9, 3.1

Full-time faculty will normally be required to teach no more than 12 semester hours or 4 class preparations per semester. Full-time faculty members and administrators who teach are limited to one 4-credit hour course overload at a time. Full-time faculty members who have 9 and 10 month appointments may not teach more than 8 credit hours of overload during an academic year while on contract. Faculty who have 9 and 10 month appointments should not teach more than 12 credit hours while off contract at Brenau. Full-time faculty members who have 12-month appointments may not teach more than 12 credit hours of overload during an academic year while on contract.

Recognizing the significant number of courses that fall out of the typical 3 semester credit load, when it's necessary, a faculty member may teach one additional contact hour per semester, but may not exceed the overall annual limits on overloads. Research, student supervision, directed independent study courses, fieldwork, and similar tasks generally count toward faculty loads/overloads. The appropriate Dean and the Provost & VPAA must approve in writing any exceptions to this policy.