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Through research and service expectations, minimum teaching load for a given academic year is 2/2. For consideration of a teaching load less than 2/2 under special exceptional circumstances, approval must be obtained by the department chair, associate dean and dean.

**Non-tenure track faculty**

Teaching Load for full-time non tenure-track faculty for the School of Education is identified as 4/4 or four 3-credit courses each for the fall/spring semesters. While service required by the department, research is not required for non-tenure track faculty. Extensive service expectations may reduce the faculty teaching load if approved by the department chair.

Through reduction for service expectations, minimum teaching load for a given academic year is 2/2. For consideration of a teaching load less than 2/2 under special exceptional circumstances, approval must be obtained by the department chair, associate dean and dean.

**Faculty in Administrator Roles**

Faculty serving in administrative roles such as Department Chair, Assistant Dean, Associate Dean, and Director in the School of Education will have their teaching loads approved by the Associate Dean or Dean.
Chair of 1 dissertation candidates is equivalent to 1 credit. Serving on 3 committees not in the capacity of chair is 1 credit.

Chair of 1 Honors Thesis is equivalent to 1 credit. Serving as reader on 3 Honors Theses not in the capacity of chair is 1 credit.

6. Service to agencies and organizations including P-12 schools, community agencies, state and national agencies, and institutions of higher education.

Evidence of quality engagement with these agencies that promotes the School of education is equivalent to 1-2 credits.

7. Service to state and national professional organizations in a leadership capacity.

Evidence of participation in a leadership role that promotes the profession is equivalent to 1-2 credits.

8. Service to regional, state, and national accreditation organizations.

Evidence of participation serving these agencies that promotes the profession is equivalent to 1-2 credits.

9. Service to the University as a member of a university standing committee.

Evidence of membership on 1-2 university standing committees is equivalent to 1 credit

10. Advise graduate students

Advising 20 or more graduate students during an academic year is equivalent to 3 credits.

11. Additional service not included in items 1-10.

Evidence of additional service not addressed in items 1-10 may be equivalent to 1 credit if approved by the department chair.

Tenure Track Faculty

Teaching Load for full-time tenure-track faculty for the School of Education is identified as 2/3 or two 3-credit courses and three 3-credit courses for the fall/spring semesters.
School of Education
Faculty Load Policy and Criteria

Purpose: Identify policy for teaching loads for faculty as well as criteria for reduction of load.

Teaching Load for full-time faculty for the University is identified as 4/4 or four 3-credit courses for the fall and four 3-credit courses for the spring semesters which comprise a full-time work week.

In the School of Education, tenure track faculty have the following research and service expectations as part of their duties. These expectations can reduce the 4/4 teaching load of faculty as part of a full-time work week.

Research

1. Presentations at local, regional, state, national, and international conferences.
   
   2 quality presentations at quality conferences is equivalent to 1 credit

2. Publications including peer reviewed journals, book chapters, books.

   1 publication in a peer reviewed journal or a book chapter in an academic year is equivalent to 1 credit. 1 book is equivalent to 2-3 credits.

3. External Grants including submission, funding, and management of federal, state, and grants from private foundations.

   2 grant submissions is equal to 1 credit. The management of a substantial externally funded grant is equivalent to 2-3 credits.


   Evidence of additional research not addressed in items 1-4 may be equivalent to 1 credit if approved by the department chair.

Service

4. Program Coordination

   Equivalent to 3 credits. Very low enrolled programs may be 1-2 credits.

5. Service on doctoral dissertations in the capacity of chair or committee member.
   Service on Honors Thesis.
Administrative Leadership Council
February 16, 2016

I. Graduate student scholarships

II. Graduate student applications

III. Annual fund plan

IV. Grants – Indirect cost distribution
   Dean 11.25%
   Department 33.75%
   PI 10%
   ORSP/Univ 45%

V. Faculty load policy

VI. New business
Present: David Rock, Carol Hopkins, Kelli Coleman, Andrew Abernathy, Kaye Pepper, John Holleman, Billy Crews, Susan McClelland, Denise Soares, Whitney Webb, Amy Wells Dolan

I. Graduate student scholarships
   Graduate student scholarships are limited unlike those available for undergraduate students. Majority of graduate students are full time. Minority students (full and part-time) have more opportunities for scholarships. Dr. Rock asked council to think of ways for graduate students to obtain financial assistance.

II. Graduate student applications – See attachment

III. Annual fund plan
   76 donors of 88 full-time faculty and staff, or 86% participation rate and $11,583 donated or pledged to be paid during the year, 116% of our goal.
   Teacher Education and Leadership Counselor Education both have their own Foundation account, but is likely never used.
   Dr. Rock wants donations given by faculty/staff of each department to go into the account of their department. Ex. Donations given by Teacher Education faculty will be returned to that department. Dr. Rock asked each department chair to form a task force and draft ideas how the funds can be utilized in the unit. The proposal must be presented and approved by Dr. Rock.

IV. Grants – Indirect cost distribution
   Dean 11.25%
   Department 33.75%
   PI 10%
   ORSP/Univ 45%

   The ORSP percentages cannot be changed, but Dr. Rock proposes to change the other percentages, specifically PI.

V. Faculty load policy – see attachment. Dr. Rock asked council to review document and make comments for final faculty load policy.

VI. New business – no new business