

Independent Teaching Workload Policy

Definition:

Independent study is an undergraduate or graduate directed study in an area not covered by the established curriculum, when periodicity of a course precludes a student's timely enrollment, or when a class is cancelled and the cancellation negatively impacts a student's course sequence or graduation date. The student will work with a faculty member who will approve the student's plan of study and supervise his/her progress. Faculty supervision will be outside the current assigned teaching load.

Guidelines:

1. For faculty purposes, independent study credit will not be given for assignments that are part of courses which comprise normal teaching loads. For example, if a faculty member is teaching a class where students write seminar papers, the faculty member will not get independent study credit for supervising those seminar students. If a faculty member is asked to supervise seminar students and their papers, and it is not part of their teaching load, they will receive independent study credit. Faculty members will also receive independent study credit if they must provide a class to replace a cancellation or if they must offer a class normally in their teaching load outside the periodicity it is offered to accommodate a student's schedule. There must be compelling reasons for a student to be allowed to take courses outside the normal periodicity.
2. The university Faculty Workload Policy states that an overload can be compensated by a reduced load in the future or paid 2.5 percent of base salary per credit hour, thus including independent study. Faculty will request compensation for such load with the approval of the department chair and will complete all necessary paperwork. Note: Since teaching workload is calculated as 25.0+ hours for the academic year, overload compensation would likely occur in the spring semester.
3. Faculty will be assigned a percentage of workload per student assignment at the rate of .3 for undergraduate and .6 for graduate. The .6 for graduate work will include offering a class through independent study or chairing a thesis committee. Membership on a thesis committee does not qualify as an independent study activity. In addition, supervising seminar papers outside your normal workload will generate a .5 student assignment load. Independent study credit will be accrued the semester the assignment is given but will not be accrued for additional semesters if assignments are not completed.
4. If not compensated at the 2.5 percent of base salary, faculty may bank accrued independent study assignments until they reach an amount that equals a course reduction.
5. The decision regarding independent study credit will be made collaboratively among the dean, department head, and faculty member based on available funding.