



Policy on Faculty Load Assignments

Department of Kinesiology • Michigan State University • East Lansing MI 48824 • <http://www.education.msu.edu/kin>

General Guidelines

For additional College guidelines go to the College of Education Policy and Governance Documents (<http://ed-web3.educ.msu.edu/college/college-policy/default.htm>).

1. A faculty load assignment shall be established annually for each faculty member of the Department. A faculty load assignment may include research, service, teaching, advising, and/or administration, as discussed in the College of Education's "Guidelines for Faculty Load."
2. That portion of a faculty load which is assigned to research, service, teaching, and/or advising shall be established by the Department Chairperson in consultation with the concerned faculty member.
3. That portion of a faculty load which is assigned to administration shall be established by the Department Chairperson.
4. In keeping with the Provost's Office expectations of teaching two sections per semester per faculty FTE, faculty devoted to activities supported exclusively by the general fund would typically be expected to teach an average of two courses each semester (i.e., approximately 50% time for course instruction), with the expectation that faculty would devote the remaining time to a combination of advising/program leadership, research, and service.

Research and Outreach Load

Research and outreach load assignments will require some flexibility in order for the individual and the Department to achieve optimal scholarly productivity. Assignments will vary, not only from semester to semester, but from year to year. However, the assigned distribution for faculty members will generally show the following characteristics:

5. Faculty with 20% or more time assigned to research or outreach are expected to pursue external funding for their work. Emphasis should be placed on funding that would provide salary savings and/or provide overhead costs.
6. Faculty members are expected to identify a specific purpose and outcome for each project so that at the end of the period during which load time is allocated, there can be an effective evaluation of the progress and/or the product. Papers, presentations, or other scholarly products are expected to result from research and service activities, whether or not they are externally supported.
7. The Department and College recognize the benefits derived from book publications. However, College policy does not provide for load consideration to the author of publications being produced for commercial use and from which royalties will be received.
8. The Department does not provide load time for service activities in which the faculty member is remunerated.
9. If a faculty member with assigned research and/or service time has shown a pattern of non-productivity in these areas, the chairperson will redistribute the faculty member's load to best meet the overall commitments of the Department.

10. Departmental, College and University committees are part of the normal load of the University professor. Load consideration may be given for certain assignments that require undue time and energy. Although load time is not typically assigned for committee work, faculty members can adjust their research and/or service percentages accordingly when reporting annual productivity efforts.

Teaching and Advising Load

"The assignment distribution for individual, regular faculty¹ members in teaching and advising should generally show the following characteristics."

11. Twelve semester hour credits of lecture or seminar courses per academic year shall be equivalent to a 50% assigned load for a faculty member in the area of teaching and advising.
12. The normal instructional load for regular¹ faculty members will be 12 semester hour credits of lecture or seminar courses per academic year.
13. Ten credit hours of activity courses per semester (20 credits per academic year) shall be equivalent to a 50% assigned load. Three credit hours of activity courses per semester (6 credits per academic year) shall be equivalent to a 25% assigned load.
14. Consideration for increases or reductions in teaching load shall include (a) the extent to which the faculty member is actively engaged in research or outreach, (b) the advising load of the faculty member, and (c) Department resources in the emphasis area in which the faculty member teaches.
15. The following guidelines should be used in determining graduate student advising:

<u>Type-Active</u>	<u>Weighting</u>	
M.S. (credit only)	1 pt.	15-19 pts. = 6%
M.S. (focal experience)	2 pts.	20-25 pts. = 12%
Ph.D.	3 pts.	

Advising credit can be earned for individual doctoral students for 8 years of their program and for individual master's students for 5 years of their program.

¹ The "regular faculty" of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the "regular faculty." MSU Faculty Handbook, 11-13.