

New Jersey Institute of Technology Faculty Teaching Load Assignment

The primary guidelines for assigning teaching loads to faculty in NCE are as follows:

- a. Faculty whose duties primarily encompass teaching may be assigned up to 12 contact hours of teaching per semester.
- b. Faculty who are active in service or scholarly activities may be assigned up to 9 contact hours of teaching per semester.

A teaching load of 9 contact hours per semester is generally equal to 3 courses per semester or a total of 6 courses per academic year. A further reduction in teaching load may be possible based on the involvement of the faculty member in research and/or educational activities. The following additional guidelines will be followed.

Note: In implementing these guidelines, any service or scholarly activity (in item b. above) that led to reduction in course load from 12 contact hours per semester to 9 contact hours per semester will not be considered.

A. Research Activities

(1) If a faculty member is involved in advising one or more Ph.D. students that may not be supported from the grants received by the faculty member, then a teaching load of 5 courses per academic year may be assigned. The faculty member must also be engaged in publishing in archival journals as well as writing proposals that involve funding for the support of Ph.D. students.

(2) A further reduction in course load may be provided depending on the number of Ph.D. students supported from the grants of the faculty member. These reductions are as follows:

- (i) One (1) fully supported Ph.D. students – 4 courses per academic year. If a faculty member is between fundings and is unable to support a Ph.D. student, then the course load may be reduced to 4 courses per year at the discretion of the Chairman with approval from the Dean.
- (ii) Two (2) fully supported Ph.D. students – 3 courses per academic year
- (iii) Three (3) or more fully supported Ph.D. students – 2 courses per academic year

B. Educational Activities

For faculty involved in educational grants for curriculum development, etc., the (unfunded) release time will be determined at the time the grant is submitted. A reduction in teaching load corresponding to the agreed upon release time will be implemented

C. Course Buy-Out

A faculty member may also reduce his/her teaching load by buying out of the assigned course(s). The buy-out will be done at the rate of 1 month salary per course.