



The American University of Kurdistan Policy for Faculty Workload

Policy Number: HR001

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I. Introduction

- a. **Authority:** The Board of Trustees of the American University of Kurdistan (“University”) is authorized to establish rules and regulations to govern and operate the University and its programs.
- b. **Purpose:** This Policy provides colleges and departments with general guidelines for an equitable faculty workload across the University campus.
- c. **Scope:** This policy applies to the academic house of University.

II. Roles and Responsibilities

- a. **Responsible Executive:** Provost
- b. **Responsible Administrator:** Director of HR
- c. **Responsible Office:** Office of Provost & Office of HR
- d. **Policy Contact:** Provost

III. Policy Statement

The faculty workload policy is premised on the assumption that all faculty activities in teaching, research, and services to AUK and/or community constitute the equivalent of 12 credit hours per semester or 24 credit hours in an academic year.

The heads or acting heads of administrative units (deans, chairs, coordinator of GE courses and research center director) are responsible for assessing and managing their faculty's workload in order to ensure effective delivery of academic courses and programs; as well as to support research activities and provide services to the university and/or community. The percentage of time that faculty members devote to each component of these activities is discussed within individual units in accordance with guidelines developed by the University and its individual colleges and departments. This Policy provides the colleges, departments and research centers with general guidelines for an equitable faculty workload across AUK campus.

IV. Definition of Workload

The assignment of faculty workloads is organized on the principle that each department meets its overall responsibilities in teaching, research and service in a fully satisfactory fashion within approved budgets. The workload is defined in terms of teaching. Deans may interpret or elaborate upon the guidelines provided in this document to adjust work assignments among and within disciplines so long as the policies which they develop are consistent with the underlying principles described here and approved by the provost. The Office of Provost shall assist in the establishment of benchmarks for underlying principles within disciplines required. Chairs, in consultation with their deans, are responsible for setting and monitoring individual and unit-level workloads to ensure equity and conformity with this policy. Specific departmental workload assignments are approved first by the dean and then by the provost.

The required teaching load of instructional full-time faculty is 8 courses/year or 24 credits. Reduction of load below this level requires a waiver. Waivers may be granted if a faculty member is heavily involved in research and has secured a buyout, or in specific service or committed to certain administrative tasks. Normally the load may not be less than one course/semester unless the circumstances are extraordinary, in which case special permission shall be obtained from the provost. In all cases, the faculty member must remain in residence even if not teaching.

Faculty members with external research funding may buy out their time in accordance with guidelines stated in the section "Course Buyout Guidelines" of this policy.

The dean of the college may authorize consulting time of one day/week (16 days/semester) or two days/week (32days/semester) if working on a University consulting project, so long as:

- Teaching, research and service duties are being satisfactorily fulfilled;
- The needs of the department/track are being met; and
- The consultancy is consistent with relevant University policies, including its policies on conflicts of interest.

Policy – Faculty Workload

These guidelines do not apply to instructors whose primary tasks are instructional. Normally, the workload for a full-time instructional faculty member is four (4) courses or twelve (12) credits per semester. In all cases, the instructors must remain in residence to fulfil other tasks assigned by colleges and departments.

V. Workload Factors

- a) Undergraduate classes: Undergraduate classes with less than twelve (12) students require the dean's permission.
- b) Lectures: Original and repeat courses in different semesters are given the same weight.
- c) Sections/courses
 - The determination of when a section/course has become too large and needs to be split depends upon the importance of individual attention to successful learning in that section/course. Hence, the threshold will vary according to discipline and circumstances, but should generally range from 20- 30 students per section.
 - Factors which may affect the normal size of a course/section include: discipline; delivery mode (e.g., professors for lecture, instructors or assistant instructors for recitation); whether it is a writing intensive or language instruction class; assessment methods; pedagogical considerations; classroom capacity, scheduling and availability of space; and availability or use of technology.
 - Multiple sections with less than the norm require justification and approval of the dean.
- d) Studios: the norm to be defined by discipline (could start from as low as 1 instructor for 10 students).
- e) Laboratories: the norm generally ranging from 10 to 20 students in each section.
- f) The workload determination for other modes of teaching, such as team teaching, is regulated by the chair and the dean.
- g) Reasons for reduced teaching load:
 - Major administrative tasks and services
 - Dean and acting Dean: 6 credit hours' reduction per semester (12 credit hours' reduction per academic year).
 - Department Chair or Acting Chair and GE Courses Coordinator: 3 credit hours' reduction per semester (6 credit hours' reduction per academic year).
 - Director of research centers: depending on workload, may involve a combination of reduced teaching load, normally 6 credit-hour per semester.
 - Faculty member: reduction of the workload is at the discretion of the Dean and approved by the Provost depending on the involvement of faculty member in intensive research activities, community outreach programs, administrative works, University services, accreditation process, and etc.

Requests and justifications for exceptions to the policy shall be granted by the deans in writing, and shall be documented and managed by the deans. Annual evaluation of workload

policy exceptions shall be conducted by the provost and the deans to minimize the need for such exceptions.

VI. Course Buyout Guidelines

The University permits full-time faculty to reduce their teaching load by buying out up to two courses annually. There are two types of buyouts:

- a) Internal buyouts from other academic units: the cost is lecturer replacement funding only.
- b) External buyouts from extramural grant funding: the cost is 10% of the faculty member's annual salary and benefits per three-credit course buyout. In some situations, where the buyout cost is pre-approved in an external grant/contract application and/or justification is provided on case-by-case basis, buyout cost can be equivalent to the cost of lecturer replacement.

The policy for buyouts is as follows:

- a) Request of course buyout should be submitted no later than three (3) months prior to the academic semester in which the buyout is being requested.
- b) Any buyout must be cleared against departmental curricular needs and must require the chair's and dean's approval. The approval is primarily based on course schedule, number of faculty on leave, course enrollments, and availability of suitable teaching replacement.
- c) A maximum of one three-credit course buyout is permitted per semester for full-time faculty.
- d) The faculty member must have extramural funding to pay for external buyouts.

The cost of a buyout per course is 10% of the faculty member's annual salary and benefits. The salary savings accrued from external course buyouts will be used to fund replacement lecturers for the courses the faculty member is buying out, and to contribute towards the Department's research or operating costs.

VII. Policy History

- a. **Approved by:** Board of Trustees
- b. **Adapted:** June 14, 2021
- c. **Amended:** May 14, 2021