

Guidelines for Counting Faculty Load Hours at JBU
Last updated August 2024

- 1) **REGULAR COURSES** (most courses fit under this category)
 - a. Regular course = student credit hours
 - b. Regular course with 1-3 students = no load (taught as I.S.) (Colleges can opt to pay for the course)
 - c. Regular courses that are team-taught = divide up the student credit hours equally
 - d. Regular courses with contact hours greater than student credit hours (such as labs) = 2/3 of total contact hours. The total for a course may not exceed twice the student credit hours.
 - e. OLUG/GR Managed Curriculum: Faculty load = 2.5 per 3 student credit hour

Note:

 - TUG courses with enrollments under 8 will result in a charge to the college ancillary budget.
 - TUG courses offered as pilots or off-schedule (as per catalog) will be charged to the ancillary budgets.
 - OLUG courses and graduate business courses with managed curriculum with enrollments under 8 will result in pro-rated load and pay.

- 2) **DIRECTED LEARNING COURSES** (practica, internships, masterclasses, workshops, research, field experience, etc.)
 - a. Directed learning course that meets regularly: follow guidelines for “Regular courses”
 - b. Directed learning course that does not meet regularly = 1 credit of faculty load for 10 hours of student credit load (minimum of 4 students, load rounded up to nearest 0.5, maximum load = Student credit hours; in the case of variable credit courses, the maximum is the average number of student credit hours). Fewer than 4 students should be taught as IS, similar to the Regular Course rules.
 - c. Graduate Counseling practicum and internships = 3 credits of faculty load per 12 students. This is the total count of students in all practicum and internships under a given faculty member. The load is not prorated for fewer than 12 students. (revised 8/2020)
 - d. School Counseling practicum and internships = 0.33 credits per student. This is the total count of students in all practicum and internships under a given faculty member.
 - e. Nursing Clinical Supervision = 1.33 hours of load per 3 hours of clinical supervision per week (this is generally 1 student credit hour) per section of 8 students.
 - f. Nursing Precepted Practicums (NUR 4226) = 1 hour of load per 3 students.

- 3) **SUPERVISED INSTRUCTION**
 - a. Student teaching = 0.67 hours load credit per student supervised
 - b. Private Music Lessons = 0.33 hours load credit per 1.0 student credit. Each instructor receives 0.33 per semester for Masterclass.

4) **EXCEPTIONAL CASES: Programs Approved for Load**

Program	Total Load Hours (per semester unless otherwise noted)
BUS/BUS – Enactus	6 each semester (1/08)
BHA/ART – Art Endowed Chair	9 per year
BHA/ART – Art Gallery	3
BHA/ART – Art Programming	3 per year
BHA/ART – Art Release	3 per faculty member each summer
BHA/EGL – Broadcasting Practica	2 total for year (2/10)
BHA/EGL – Newspaper Practica	3
BHA/EGL – Literary Magazine	1
BHA/EGL – Writing Center	3
BHA/MUS – Cathedral Choir	4
BHA/MUS – Jazz-Pop/Instr Ensemble, Orchestra	6 (ensembles combined 8/19)
BHA/MUS – Red Steps (no travel)	2 (updated 9/14)
BHA/MUS – Musical Theater/Scenes	7.33 total for year (4 in Fall, 3.33 in spring updated 8/2020)
BHA/MUS – Music Director	2
BHA/MUS – Set Design	1.5
BHA/MUS – Theater	6 total for year (updated 3/09)
BHA/MUS – University Chorus	2
STEMPHP/EN – Engineering Release	3 per year per faculty member (+3 per faculty member summer)
STEMPHP/NUR – Nursing Release	3 per year per faculty member
STEMHP – Health Prof. Advisory Committee	4 (updated 9/14)
IRB Chair	1 per year – total of 3 per year split with TUG, OLUG, GR
PERC – Peer Review Committee	1 hour per member (spring semester only) (+1 for chair)

5) Administrative Loads by Colleges (per year)

Bible, Humanities, and Arts

College Dean = 21 hours
Abila = 3 hours
Bible and Ministry Dept Chair = 3 hours
Gateway Director = 6 hours
Humanities Dept Chair = 3 hours
Music and Theatre Dept Chair = 3 hours
Visual Arts Dept Chair = 3 hours

Business

College Dean = 15 hours
TUG Business Dept Chair = 3 hours
ACBSP = 6 hours
ACCE = 3 hours
Eagle Construction = 3 hours
Construction Management Dept Chair = 2 hours
Innovation Launch Lab = 3 hours
GR Business Dept Chair = 5 hours
OLUG Business Dept Chair = 1 hour

Education and Social and Behavioral Sciences

College Dean = 18 hours
TUG Teacher Education Dept Chair = 12 hours
Teacher Education Accred = 12 hours (9 TUG, 3 GR)
Teacher Education PDS = 15 hours (12 TUG, 3 GR)
Family and Human Services Dept Chair = 1 hour
Political Science Dept Chair = 1 hour
Psychology Dept Chair = 2 hours
GR Teacher Education Dept Chair = 9 hours
GR Counseling Dept Chair = 21 hours
Executive Care Clinic Director = 15 hours
Little Rock Program/Clinic = 9 hours
OLUG Psychology Dept Chair = 1.5 hours

STEMP and Health Professions

College Dean = 18
ABET = 3 hours
Engineering Dept Chair = 3 hours
Biology Dept Chair = 2 hours
Chemistry Dept Chair = 2 hours
Computer Science Dept Chair = 1 hour
Mathematics Dept Chair = 1 hour
Kinesiology Dept Chair = 1 hour
Nursing Dept Chair = 12 hours
Nursing Clinical Coord = 1 hour
CCNE = 6 hours
GR Cybersecurity Dept Chair = 3 hours

Honors

Director = 12 hours

Other

Faculty Development = 9 hours

Department Chair Load

Criteria for assigning TUG department chair load:

- 3 hours load and 2 steps if either of the following are true:
 - The number of full-time faculty FTE plus an adjunct adjustment is greater than or equal to 5.
 - The adjunct adjustment is 0.5 FTE for every 3 distinct on-campus undergraduate adjuncts (averaged over the last three years)
 - The average on-campus undergraduate SSCH over the last three years is greater than 3000.
- 2 hours load and 1 step if either of the following are true:
 - The number of full-time faculty FTE plus an adjunct adjustment is 3 or 4.
 - The adjunct adjustment is 0.5 FTE for every 3 distinct on-campus undergraduate adjuncts (averaged over the last three years)
 - The average on-campus undergraduate SSCH over the last three years is greater than 1500.
- 1 hour load and 0.5 step if either of the following are true:
 - The number of full-time faculty FTE plus an adjunct adjustment is 2 or 1.
 - The adjunct adjustment is 0.5 FTE for every 3 distinct on-campus undergraduate adjuncts (averaged over the last three years)
 - The average on-campus undergraduate SSCH over the last three years is greater than 1000.