

Guidelines for Counting Faculty Load Hours at JBU
Last updated July 2025

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 = 4 hours of load per course section (max 6 students); individual clinical supervision is provided by the faculty member/course instructor. Graduate Counseling internship = 3 hours of load per Internship I/Internship II cross-listed course sections (max 12 students); individual clinical supervision is provided by the site.
- 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**

<u>Program</u>	<u>Total Load Hours (per semester unless otherwise noted)</u>
BUS/BUS – Business Release	3 per faculty member each summer
BUS/BUS – Enactus	6 each semester
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/BBL – McGee Chair	3
BHA/EGL – Broadcasting Practica	2 total for year
BHA/EGL – Newspaper Practica	3
BHA/EGL – Literary Magazine	1
BHA/EGL – Writing Center	3
BHA/MUS – Cathedral Choir	4
BHA/MUS – Chapel Band	2
BHA/MUS – Red Steps (no travel)	2
BHA/MUS – Musical Theater/Scenes	7.33 total for year (4 in Fall, 3.33 in spring)
BHA/MUS – Music Director	2
BHA/MUS – Set Design	1.5
BHA/MUS – Theater	6 total for year
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 faculty member each summer
STEMHP – Health Prof. Advisory Committee	4
IRB Chair	1 per year – total of 3 per year split with TUG, OLUG, GR

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 State Review = 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 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
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.