

**UWG PROCEDURE NUMBER: 2.7.1, Faculty Workload**  
**Authority: UWG POLICY 2.7 (Teaching Responsibilities)**

The University of West Georgia (UWG) faculty, pursuant to the authority of UWG Policy 2.7, establishes the following procedures for compliance with UWG Policy 2.7 on Teaching Responsibilities.

The purpose of this procedure is to clearly communicate to UWG faculty the faculty workload procedures.

**A. Definitions**

1. **Faculty workload**- includes all faculty activities that contribute to the accomplishment of university-related activities and responsibilities: research, service, and teaching.

**B. Faculty Workload Procedure**

UWG Faculty Handbook, section 127:

**127.01** Faculty are expected to teach a minimum of four 3-hour courses or the equivalent per semester unless a portion of that time is reassigned by the dean for administrative, research, or other purposes.

**127.02** Faculty are expected to assume their fair share of academic advising, program, departmental, school, college, university committee work.

**127.03** Faculty are expected to accept a reasonable share of institution-wide service activities, including institutional governance when selected. However, faculty are also expected to exercise prudence in accepting such service, so that they are not taking on a disproportionate or unduly burdensome load that interferes with teaching and research.

**127.04** Faculty are expected to have an on-going research and professional development agenda, to share the agenda with their department chair or equivalent, and to make progress annually in addressing the agenda.

**127.05** Faculty are expected to engage in public and professional service activities as time and opportunity allow.

**127.06** Faculty are expected to average no more than one day a week in any approved outside employment.

**127.07** Faculty may not be paid for teaching overloads during the regular academic year and will not be assigned overloads unless they are agreeable and compensatory time is provided within the subsequent two-semester. Please refer to the BOR Faculty Overloads and Instructional Staff Responsibilities (4.10 Faculty Overloads and Instructional Staff Responsibilities).


**127.08** Summer teaching is optional, depends on need, and is limited to no more than 9 credit hours for the summer semester.


Pursuant to BOR Academic Affairs 3.1 General Policy, BOR Policy 8.2.15, BOR Policy 8.3.12.4, and BOR Academic and Student Affairs Handbook section 4.10: 3.1 General Policy, 8.2.15 Outside Activities, 8.3.12.4 Research, Saturday Classes, and Off-Campus Continuing Education and 4.10 Faculty Overloads and Instructional Staff Responsibilities.

**C. Compliance**

UWG follows the Board of Regents policies on this matter, and to the extent the language conflicts, the Board of Regents language prevails.

*Recommended by the Provost, the 10 day of Jan, 2018.*

  
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Signature, Provost

Reviewed by President:   
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*Previous version dated: N/A*

**Rules committee approval 12/1/2016**