

Note: We are establishing a website of CoS Policies, Procedures and Guidelines on which we will post this document

Charles E. Schmidt College of Science Teaching Guidelines

Implementation of these guidelines will be achieved by a coordinated effort from the Dean's Office and the Chairs of each of Department and will be in keeping with the CBA:

- Standard teaching expectations in CoS are as follows:
 - Instructors – 4:4
 - Tenured and tenure-track faculty – 2:2
 - Chairs, Directors, and Associate Deans – To be negotiated with the Dean
- Tenured faculty with reduced research activities, will be expected to increase their teaching and/or service activities accordingly. As a general guideline, one 3-credit course is equivalent to 25% effort per semester.
- Pending approval by the Dean and Chair, faculty members may charge a portion of their salary to external sources and buy out of a portion of their teaching. The money saved from the faculty member's regular salary, usually E&G funds, is used to pay an adjunct to teach their class. The difference between the dollars not used by the faculty member in their E&G position and the cost of an adjunct to teach the class remain with the department. It is up to the department chair as to how these funds are to be used. A 3-credit, one course buyout is equivalent to 25% effort. For example, a faculty member with an academic year salary of \$100,000, wants to request a buy-out for one semester. One 3-credit course buy-out would be \$12,500. With the current cost of an adjunct at approximately \$4,500, this would leave \$8,000 for the department chair to use at their discretion.
- If a faculty member teaches their full load and does externally funded research, they are eligible for FAU's Research Incentive Policy. They may use these funds to increase their academic year salary by up to 25% as well as fund summer salary, travel, graduate students, and other activities that enhance the academic mission. The funds are distributed as follows: 75% to the faculty member, 15% to the department, and 10% to the college. For example, a faculty member with an academic year salary of \$100,000 wishes to put 12.5% of their salary (\$12,500) on a grant. Following the Research Incentive Policy, 75% (\$9,375) would go to the faculty member to be used for salary (up to 25% of academic year salary) and/or research expenses, 15% (\$1,875) would go to the department, and 10% (\$1,250) would go to the college.
- It is acknowledged that the workload for different types of courses varies. For this reason, it is recommended that faculty, in general, teach a mix of upper- and lower-level courses, however this is up to the discretion of the chair. Lower-level, large enrollment courses cover material that is easier to master and are often provided TA support, but they involve more course administration and student interactions. Upper-level, lower enrollment courses require mastery of more complex subject matter and may be more writing intensive, but there are fewer students to support

and less administration. First-time or newly revamped courses require more effort than courses that have been taught before.

- On a yearly basis, coinciding with the annual evaluation process, each Department Chair will determine an appropriate teaching assignment for each faculty member, in consultation with that faculty, with the expectation that all faculty will have teaching duties, except when on sabbatical (or equivalent). To facilitate establishment of their research programs, new tenure-track assistant professors, will typically have a half teaching load in year one, and a full teaching load from year two.
- It is expected that Department Chairs will work with individual faculty to adjust teaching effort to appropriately reflect each faculty member's research productivity, mentoring efforts, administrative duties, type of courses taught, etc.
- Supervision of postdocs counts toward a faculty member's research activities. Supervision of M.S. and Ph.D. students doing research counts toward research; supervision of non-thesis graduate students count toward teaching. Membership on student graduate committees at FAU or elsewhere is counted as service to the profession. Supervision of undergraduate student research projects counts toward a faculty member's teaching activities. In general, it is assumed that faculty use an average of ~0.025-0.05 FTE per supervised student, equivalent to 1-2 h/wk).
- In exceptional circumstances, a Chair may provide course release without a corresponding buyout, provided the request is well justified and approved by the Dean ahead of time.
- Multiple concurrent sections of a course - Courses with an additional honors section or graduate section should be counted as one course with the enrollments for both sections added together.
- In keeping with FAU policy, guidelines for minimum course section sizes are as follows:
 - For multi-section courses:
 - 19 for undergraduate classes
 - 12 for graduate classes
 - For single-section courses:
 - 10 for undergraduate classes
 - 10 for graduate classes
 - 8 for masters-level seminars
 - 5 for doctoral-level seminars (lower enrollment for doctoral-level seminars only requires the dean's approval, not the provost)

**Exceptions to minimums require approval by both the dean and the provost.*

- These guidelines will be reviewed every three years and adjusted as needed.