

October 2023

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.
- Tenured/tenure-track faculty may buy themselves out of up to 2 courses per year with funding from external sources. The buyout amount is equivalent to the cost of hiring an adjunct to teach the course (currently ~\$4565 for a 3-credit course), and it is intended that the funds will be used to hire adjuncts or provide overloads to cover the teaching needs of the department.
- Should the faculty member wish to take advantage of FAU's Research Incentive Policy in addition to buying out of teaching, they may do this, provided the cost of a replacement instructor is subtracted prior to calculating the incentive amounts going to the faculty member and the department. As a reminder, faculty have access to 75% of state funds recovered in association with his/her participation in an externally funded academic activity. These funds may be used to support travel, graduate students, faculty salary enhancements, or other activities that enhance the academic mission. Faculty salary enhancement cannot exceed 25% of the faculty member's academic base salary.
- 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 count 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.