

SCHOOL OF HUMANITIES, ARTS, AND SOCIAL SCIENCES FACULTY LOADING POLICY

A. Definitions:

The Credit Hour Equivalent (CHE) is used as a unit of measurement in calculating a faculty member's load.

1. 1 CHE = a four-credit course with four hours of contact time per week
2. 1 CHE = a three-credit graduate course with three or four hours of contact time per week
3. 1 CHE = a course with less than 3 credit hours with four hours of contact time per week
4. Courses that award 3 or 4 credit hours that require more than four contact hours per week will be calculated as $CHE = \text{Required Contact Time} / \text{Credit Hours Awarded}$. For example, a course that requires six contact hours per week that awards four credits will have a CHE of 1.5.
 - INQR-1610 Design & Innovation Studio I
 - STSO-2610 Design & Innovation Studio II
 - STSO-2020 Design & Innovation Studio III
 - STSO-4600 Design & Innovation Studio A
 - STSO-4605 Design & Innovation Studio B
 - STSO-4610 Design & Innovation Studio C
5. Ensemble courses that award 1 credit hour require four hours of contact time per week in order for the CHE = 1. If the required contact time exceeds a semester average of four contact hours per week, the faculty member should consult with their Department Head and Dean's Office.
 - ARTS-2600 Ensemble Nonlinear
 - ARTS-2300 Rensselaer Orchestra
 - ARTS-2310 Rensselaer Concert Choir

B. Faculty Loading:

1. The typical load for a T/TT faculty member is four CHE per AY appointment (40% teaching, 40% research, 20% service).
2. The typical load for a teaching track faculty member is six CHE per 9-month appointment (60% teaching, 20% research, 20% service).
3. A teaching track faculty member who is not research active may allocate up to 20% of their research to teaching or service with the approval of the Department Head and Dean.
4. The typical load for both T/TT and teaching track faculty remain the same regardless of if the faculty member is approved for a *Modified Teaching Schedule* (e.g. shift in 9- month appointment for summer and subsequent fall/spring semesters).
5. When a faculty member has more than the typical load CHE during an AY, the faculty member's load should be reduced during the next AY so that the CHE is averaged as a

typical load over 2 years (e.g. teaching track load, year one = 6.5 CHE, year two = 5.5 CHE. Average CHE = $6 (6.5 + 5.5) / 2$).

6. Team-taught courses that account for 1 CHE per faculty member must be approved by the Dean in writing and in advance of the course being offered.
7. Student instruction that does not align with a course, such as a special certification workshop, may be awarded CHE upon the approval of the Dean.
8. Each faculty member must teach at least one course per 9-month appointment regardless of research and/or service course releases.
9. Administrative Course Releases are approved for academic leadership (e.g. Department Heads, Associate Deans, Center Directors, Program Directors, Graduate Program Directors, and Undergraduate Program Directors) if the faculty member is research active and the job description documents sufficient administrative work to offset 10% effort for each course release requested.
10. Course releases for a new appointment are approved per the faculty member's contract, however, eligible faculty must still submit a *Course Release Request Form*.
11. Course releases for teaching multiple courses of 1.5 CHE in accordance with items A.4. and/or B.5.

C. Course Release Process:

All faculty members requesting a course release must submit a *Request for Course Release* form (see hassinfo.rpi.edu). These forms are typically due to the Dean's office in November preceding the AY in which the course release is requested so that the Department and School can efficiently plan course offerings with the Registrar.

A faculty member may apply for a course release at any time prior to the start of the semester in which the course release is requested should there be a shift in the faculty member's teaching, research, and service.

The signature of the Department Head on a course release form indicates that the department can deliver the curriculum should the course release be approved.

D. Research Course Releases (Criteria A-G):

The charge-out policy for course releases for faculty submitting research grants is 10% per course calculated on the AY base salary. Any course release request that includes a 10% charge out using sponsored research funds will receive priority approval by the Department Head and Dean.

Should the PI wish to change the 10% charge-out rate, please use the following process:

12. PI notifies the appropriate Business Administrator of the intent to petition the charge-out rate;
13. The Business Administrator notifies the Portfolio Business Manager of the PI's intent;
14. PI seeks approval to alter the charge-out rate from the Department Head;
15. If the Department Head is supportive of the altered charge-out rate, the Department Head recommends the charge-out rate to the Dean by submitting a written request

- accompanied by the proposal, budget and budget defense;
16. The Dean’s approval or denial of the charge-out rate will be communicated to the PI, the Department Head, the Associate Deans, the Manager of Student Services, and the Business Manager.
 17. Course releases that are requested using pending grants will not be approved. The faculty member may apply for a course release when the grant is awarded.
 18. Any request to allocate graduate support to a student outside HASS must be accompanied by a clear rationale from the PI, provided on the *Request for Course Release* Form, as such requests are exceptions to the approved criteria.

The following rubric will be used as a guide in determining the eligibility of faculty members for course release(s):

Criteria	Research Charge Out		Anticipated Research Expenditures	Number of Course Releases/AY
A	10% of 9-month salary		Not applicable	1
B	\$0		\$100K that includes HASS graduate student support	1
C	10% of 9-month salary	AND	\$100K that includes HASS graduate student support	2
D	20% of 9-month salary			2
E	\$0		\$250K that includes HASS graduate student support	2
F	10% of 9-month salary		\$250K that includes HASS graduate student support	3
G	\$0		\$750K that includes HASS graduate student support	3
H	Administrative Course Releases			
I	Start-up Course Releases			
J	CHE Overload			

- I. Effective Date: July 1, 2021
- II. Approved by HASS Executive Committee:
 - a. April 30, 2021
 - b. February 9, 2024