

Section 4.1 Definition of Teaching

Teaching is the development, preparation, and delivery of course content. Teaching also includes communicating with students in a course in a timely fashion and supervising and evaluating student performance for courses. The standard form of instruction consists of a course offered by an academic department and delivered in a traditional classroom or classroom equivalent setting, such as through distance education.

Subdivision 4.1a Non-Standard Teaching Activities

Non-Standard Teaching are activities through which faculty provide instruction and supervise learning experiences outside the traditional classroom. They include but are not limited to: credits such as applied lessons, independent studies, undergraduate research, thesis and dissertation advising, supervision of clinical/field/internship experiences, supervision of labs, and direction of musical ensembles or theatrical productions.

The following requirements must be met for a faculty member to receive credit for a non-standard course:

- Faculty must receive approval to teach a non-standard course by their department head and dean before any activity begins.
- Students must be enrolled in a course in order for faculty members to receive appropriate workload credit.
- The course must be a requirement (including electives) for a student's degree program.¹ Exceptions for special programs, career advancement, or elective credits may be granted by the department head and dean.

Paragraph 4.1a.1 Credit Hour Conversion

The table below specifies the credit conversion and requirements for typical non-standard teaching assignments.

Table 4.1 Credit Hour Conversion and Requirements for Non-Standard Teaching

Type of Teaching	Credit Conversion	Requirements to receive credit

¹ Nonstandard teaching activities counting toward the faculty load cannot exceed the amount required by the program of study (major). For example, if the program of study allows students to register for a maximum of 6 credit hours of independent study, the student may only enroll with a faculty member for a maximum of 6 credit hours counting toward non-standard teaching.

Chairing a doctoral dissertation ²	.25 of a credit at the time of successful defense of proposal; .25 at the time of completion	Regular, direct advising; project summary & timeline
Chairing a master's thesis or research paper ¹	.33 of a credit at the time of completion	Regular, direct advising; project summary & timeline
Chairing an undergraduate honors thesis ¹	.25 of a credit at the time of completion	Regular, direct advising; project summary & timeline
Supervision of student readings/independent studies/practicums/student research	.1 to .25 of a credit at the time of completion, based on the credit registered for and scope	Regular, direct advising; syllabus
Additional common non-standard instruction used by departments ³	Department specific	Approved by Department Head, Dean, and Provost; syllabus

Paragraph 4.1a.2 Documenting Non-Standard Teaching

Faculty shall document Non-Standard Teaching assignments in their annual Faculty Activity Report.

Paragraph 4.1a.3 Assignment of Non-Standard Teaching Credit

² Serving as committee members is valued and considered service in the faculty member's standard, enhanced teaching, or differentiated portfolios. If someone is serving as a committee member beyond regular committee member duties (for example, as the method's specialist with extensive, regular advising), the faculty member may apply for non-standard teaching credit using the process specified in 4.11c.

³ When a department regularly uses additional types of non-standard instruction not specified in Table 4.1x (e.g. applied music, theatre assignments, internships, field experiences, studio or lab classes, etc.) to deliver its curriculum as part of a faculty member's teaching workload, the Department Head or School Director shall consult with the faculty and receive approval from Dean of the College and Provost to develop non-standard conversions equivalent to credits (or portions thereof) to be counted toward a faculty member's teaching workload.

A document identifying the formula for non-standard credit conversions (including contact hours or librarianship/desk coverage, if used) and a description of how the conversions were determined shall be distributed to all probationary and tenured faculty members in the relevant academic department or school no later than the last day of the spring semester for the following academic year. The document must be approved in advance of the distribution by the Dean and Provost. ~~A copy of the conversions description shall be provided to the Dean of the College, Provost, and Faculty Leadership by October 1 of academic year.~~

If Non-Standard Teaching is assigned to a faculty member, but does not have a credit conversion documented in Table 4.1 or is inconsistent with the credit conversions in Table 4.1, a faculty member should be directed to complete the Non-Standard Teaching Application Form for approval by the Department Head before beginning the work. The application form (see Appendix XX) shall be submitted to the department with the following documentation: a syllabus or project summary and timeline, the course, name, number and section, number of student(s) enrolled and total number of credits enrolled for, clock hours per week, and other relevant documents. The application form shall be submitted to the Department Head with documentation attached and must be approved by the department head, dean and Provost or designee. Such agreements shall be documented in a letter of offer or Memorandum of Understanding.

Subdivision 4.1b Teaching Overload

Teaching overload occurs when faculty members are assigned or agree to teach more credits than what is specified by their designated portfolio (see Sections 4.7 and 4.8). Faculty members and department heads are expected to consult with each other regarding overload assignments in order to meet the needs of the students, department, and individual faculty members.

Paragraph 4.1b1 Compensation

Overload for the purposes of compensation is determined based on the credits worked and having met the requirements specified below.

Type of Teaching	Credit Conversion	Requirements
Teaching an extra course	Specified credit amount	Teaching overload Request, Approved SPC PAF or Memorandum of Understanding
Non-standard teaching above load	According to Table 4.1	Teaching overload Request, Approved SPC PAF or Memorandum of Understanding

Compensation for overload teaching shall come in one of two forms: (a) course reduction or (b) overload pay at the adjunct rate based on the number of credits of overload. First, faculty members and their department head may agree to assign a future course reduction in the place of overload pay. Such agreements shall be documented in a Memorandum of Understanding between the faculty member and Department Head, and approved by the Dean and Provost **before the work begins**. In such cases, the workload may exceed the designated portfolio's credit-hours in a given semester when an equivalent credit-hour reduction is scheduled.

Alternatively, faculty shall be compensated for overload by the end of the academic year at the part-time per-credit-hour-rate specified in the Collective Bargaining Agreement, subject to the provisions of UNI Policy 4.41 Special Compensation and Summer

Appointments. Overload compensation is documented in a Memorandum of Understanding and the SPC PAF (Special Compensation Personnel Action Form).

Paragraph 4.1b.2 Making a Request Assignment of Overload

Teaching an overload is assigned in advance by the Department Head with approval by the Dean and Provost or designee. ~~Faculty shall initially submit a teaching overload request by email to the department head with appropriate documentation attached.~~ A Special Compensation Personnel Action Form (SPC PAF) shall be completed by the department for agreement of the work by the faculty member, and approval by the Department Head, Dean and Provost or designee.

Paragraph 4.1b.3 Documenting Overload Teaching

Faculty shall document overload teaching in their annual Faculty Activity Report.

Paragraph 4.1b.4. Double Counting Teaching Activities

Faculty shall not double count teaching activities, e.g. research papers assigned in an enrolled semester course as part of a faculty member's regular teaching assignment.

Section 4.12 Overload for Special Projects/Course Reassignments (revision)

A president, provost, dean, or department head may designate as overload some special, agreed-upon assignments or projects which sufficiently exceed a faculty member's overall workload. In such cases, a Course Reassignment (release) may be applied or earned. Alternatively, administrators may compensate faculty by determining the work's credit-hour equivalency. Department heads shall consult with their dean before assigning special projects.

Faculty on a 9-month appointment hired to work during the summer months (outside of any summer session while teaching) shall be compensated according to the assignment.

The responsibilities, time frame, course reassignment (release), or compensation shall be outlined in a Memorandum of Understanding or letter of offer; or if compensation is granted, requested and approved through a Special Compensation Personnel Action Form (SPC PAF).

Section 4.17 Reporting of Special Compensation

~~A report documenting special compensation for faculty members shall be provided to the Dean of the College, Provost, and Faculty Leadership by September 1.~~

Non-Standard Teaching (when assigned above load) Application Form
(must be completed and approved before enrolling student(s))

Name:

Department:

Course
Name,
Number
&
Section:

_____ Fall, 20__ or _____ Spring, 20__
_____ Summer, 20__

Number of Students: _____ Credit hours per student: _____

Total clock hours per week: _____

Attachments: _____ syllabus
or _____ project summary and timeline

Compensation plan: _____ special compensation (SPC PAF approval required)
or _____ course reassignment (approved MOU required)

Signatures:

Faculty member

Date

Department Head

Date

Dean

Date

Provost (or designee)

Date