



Faculty Workload Policy - Undergraduate Programs

Faculty workload will be consistent with the mission of the undergraduate programs (and graduate programs where relevant) including Yeshiva College, Stern College for Women, Sy Syms School of Business, and the IBC and JSS programs, and with the Faculty Handbook. These guidelines apply to tenured faculty, tenure track faculty, and full-time contract faculty. This policy recognizes the different components of a faculty member's responsibilities and includes instruction, research and creative activity, and service to the university and to the community.

Faculty workload described generally in letters of appointment to date are applicable and intended for the initial period of those contracts and may no longer be consistent with the business objectives or fiscal realities of the University. Where letters of appointment or reappointment provide for a specific number of courses to be taught per year, those provisions will remain in force for the term of the letter, and thereafter the workload provisions will follow this policy. For all others, faculty workload from this point will be guided by the following policy:

The standard university teaching workload for all full-time, tenured/tenure-track faculty in the undergraduate schools is equivalent to six courses per academic year, or the equivalent of eighteen contact hours distributed across the academic year. This presupposes that faculty members will also be research active, will participate in advising in the major and mentoring students, and will be active in departmental, college, and/or university activities.

The standard university teaching workload for all full-time, contract faculty teaching undergraduates at Yeshiva College, Stern College for Women, and Sy Syms School of Business will be at least six courses per year, or the equivalent of at least eighteen contact hours distributed across the academic year. The standard university teaching workload for all full-time contract faculty teaching undergraduates in the IBC program will be eight courses per year, or the equivalent of at least twenty contact hours distributed across the academic year. The standard university teaching workload for all full-time contract faculty teaching undergraduates in the JSS program will be between eight and twelve courses per year, or the equivalent of at least a corresponding sixteen or twenty-four contact hours distributed across the academic year.

The standard university teaching workload for full-time laboratory and language instructors in the undergraduate colleges will be eight courses per academic year, or the equivalent of at least twenty-four contact hours distributed across the academic year. This is typically four courses per semester.

At the discretion of the deans, and in consultation with the provost, faculty teaching workload may be adjusted to allow faculty members the time to pursue additional activities that are consistent with university mission and advance the priorities of the department. This may include conducting research leading to publication or grant activity, performing administrative functions or service to the department, school, and/or university beyond the aforementioned expectations, or similar mitigating circumstances. A separate document pertaining to additional administrative assignments beyond the aforementioned expectations will be issued.

The deans and department chairs will steward the assignment of teaching responsibilities to ensure that they are consistent with this policy and also serve the needs of the students. Teaching workload assignments made by chairs must be approved by deans and communicated to the provost each semester. Efforts will be made to balance enrollment among faculty within departments. The standard teaching load, delineated above, may include teaching in graduate programs, teaching in summer school, teaching in credit bearing degree and non-credit programs offered by YU Global, or other similar assignments. If a faculty member's courses are under-enrolled and cancelled, after consultation with the dean and provost, s/he may be assigned to teach another course in the department, in the general education/core curriculum, or in another program.

Effective January 2015