

College of Arts and Letters

Workload Policy

The purpose of this document is to establish a college-wide workload policy for faculty in the College of Arts and Letters. This policy shall be in effect for AY20-21. The College plans to review and revisit the policy after next year if economic circumstances improve.

The Faculty Handbook sets the standard teaching load at Old Dominion University at 24 teach load hours (TCHLD) per academic year, which in the absence of course releases translates into 12 credit hours of teaching per semester. “Workload” encompasses more than “teaching load”; a faculty member's responsibility toward the university includes service and—for tenured and tenure-track faculty—research in addition to teaching. Faculty members may receive course releases to provide them additional time for research, service, or administrative activities, as approved by the department chair and college dean.

In accordance with the Faculty Handbook, the following are the primary classifications for full-time academic faculty: tenured and tenure-track faculty (assistant/associate/full professors) and non-tenure-track faculty (instructors, lecturers, and senior and master lecturers).

1. All research active tenured and tenure-track faculty receive a course release each semester (counting three hours toward their TCHLD) if warranted by their research productivity, as measured by their maintaining at least Level II graduate certification.
2. All faculty in terminal degree programs (PhD and MFA) receive one additional course release per year if warranted by their active participation in their program (e.g., teaching graduate courses, serving on thesis and dissertation committees).
3. All tenure-track faculty receive 3 additional course releases during the first three years of their employment, contingent upon available funding. They are normally permitted to take only one of these releases in a given semester.
4. All studio art and music faculty will follow their professional accreditation recommendations for the contact hour formula used to determine teach load.
5. Faculty chairing master's theses will receive one course release after five students have defended their theses. (This may also apply to projects in programs that allow students to complete projects in lieu of theses, if the demands on faculty time are comparable.) Faculty chairing MFA theses will receive one course release after three students defend their theses. Faculty who are chairing PhD dissertations will receive one course release after two students defend their dissertations.
6. Instructors, lecturers, senior lecturers, and master lecturers have a 4/4 teach load unless assigned administrative duties by the chair or dean.

7. Chairs, Associate Chairs, Program Directors, CDAs and GPDs get release time for these administrative duties based on the size and complexity of their duties.
8. While routine service activities are assumed to be part of a faculty member's responsibilities, with the support of the chair and approval of the dean, release time may be given for activities deemed essential or beneficial to the department, college and/or university, and for which the scope and scale of the activity justifies release time.
9. Faculty with externally-funded research activity may obtain a reduction in their teaching load utilizing external funds for Purchase Release Time (PRT).