Underlying Principles:

All AUB faculty of professorial rank are expected to engage in teaching, research, and service to the University. The heads of administrative units (deans, chairs, coordinators, directors) are responsible for assessing and managing multiple demands upon their faculty in order to ensure effective delivery of academic courses and programs; impartial support for research agendas and productivity; and broad participation in governance and service activities which support the smooth operation of the University. The percentage of time that faculty members devote to each of these activities is typically negotiated within individual units in accordance with guidelines developed by the University and its individual faculties/schools.

For the purposes of this Policy, workload is defined in terms of teaching. This Policy provides faculties/schools and departments/tracks with general guidelines for an equitable faculty workload across the AUB campus. Deans may interpret or elaborate upon the guidelines provided in this document to adjust work assignments among and within disciplines so long as the policies which they develop are consistent with the underlying principles described here and approved by the provost. The Provost’s Office will assist in the establishment of benchmarks for disciplines as required. Chairs, coordinators, and directors, in consultation with their deans, are responsible for setting and monitoring individual and unit-level workloads to ensure equity and conformity with this policy. Specific departmental workload assignments are approved first by the dean and then by the provost.

The full teaching load of all regular professorial faculty is 4-6 courses/year or 12-18 credits. Reduction of load below this level requires a waiver. Waivers may be granted if a faculty member is heavily involved in research and has secured a buyout, or in specific service or administrative tasks. Normally the load may not be less than one course/semester unless the circumstances are extraordinary, in which case special permission is obtained from the provost. In all cases, the faculty member must remain in residence even if not teaching.

Faculty members with external research funding may buy out their time in accordance with the AUB course Buyout Policy http://www.aub.edu.lb/provost/Documents/Course_Buyout_Guideline.pdf.

The dean of the faculty/school may authorize consulting time of one day/week (16 days/semester) or two days/week (32 days/semester) if working on a Regional External Programs project, so long as:

- teaching, research and service duties are being satisfactorily fulfilled;
- the needs of the department/track are being met; and
- the consultancy is consistent with relevant University policies, including its policies on conflicts of interest.

These guidelines do not apply to non-professorial faculty (instructors and lecturers) whose primary tasks are instructional. Normally, the workload for a full-time instructional faculty member is 4 courses or 12 credits per semester.
Factors relevant to the definition of and deviation from teaching and teaching load.

1. Graduate classes: Graduate classes with less than 6 students require the dean’s permission.

2. Undergraduate classes: Undergraduate classes with less than 12 students require the dean’s permission.

3. Lectures: Original and repeat courses in different semesters are given the same weight.

4. Sections/courses
   - The determination of when a section/course has become too large and needs to be split depends upon the importance of individual attention to successful learning in that section/course. Hence, the threshold will vary according to discipline and circumstances, but will generally range from 30-40 students per section.
   - Factors which may affect the normal size of a course/section include: discipline; delivery mode (e.g., professors for lecture, instructors or assistant instructors for recitation); whether it is a writing intensive or language instruction class; assessment methods; pedagogical considerations; classroom capacity, scheduling and availability of space; availability of GAs; whether it is a graduate or undergraduate class; and availability or use of technology.
   - Multiple sections with less than the norm require justification and approval of the dean.

5. Clinical teaching: norm to be defined by discipline.

6. Studios: norm to be defined by discipline (usually 1 instructor for 10 students).

7. Laboratories: norm generally ranging from 10 to 20 students/section.

8. The workload determination for other modes of teaching, such as team teaching, is regulated by the chair and the dean.

9. Reasons for reduced teaching load:
   - Major administrative tasks and services
     - Dean: no teaching requirements.
     - Cluster head, department chair/convener, track coordinator, academic unit/center director, assistant or associate dean: depending on workload, may involve a combination of reduced teaching load and/or stipend.
     - Faculty member compiling and producing self-study/accreditation reports (reduction with approval of dean).

Requests and justifications for exceptions to the policy shall be granted by the deans in writing, and shall be documented and managed by the deans. Annual evaluation of workload policy exceptions shall be conducted by the provost and the deans to minimize the need for such exceptions.