

College of Business Workload Policy for Lecturers

The standard workload for a lecturer of any rank for a 100% appointment is twelve (12) credits each of the fall and winter semesters, which would translate to a teaching load of four (4) three (3)-credit courses in each of those semesters. Appointments at less than 100% will carry a workload effort of 25% for each 3-credit course per semester. This workload effort includes but is not limited to the actual classroom or virtual time involved in teaching the credit of coursework, preparatory work including developing new teaching modalities, timely grading, holding office hours, completing course assessment tasks (if needed) for DDC or AACSB accreditation purposes, and writing recommendation letters for students.

Lecturers III-IV are expected to attend department and college faculty meetings. Lecturers III-IV may also be assigned administrative or service duties that will be clearly defined on an annual basis.