

NTE Teaching Load Calculator

Faculty Name: \_\_\_\_\_

Unit: \_\_\_\_\_

		Academic Year Base Load
1	Initial Base Load 24 credit hours per academic year	24
2	The faculty member's anticipated contributions to the University meet the criteria for routine service and significant service; and additional release or compensation has been provided for such service; and the time commitment necessary to perform this service productively can be shown to be at least equivalent to the time commitment to prepare and deliver a three (3) credit-hour course. <b>Subtract three (3) credit hours</b>	
3	List and attach documentation and, if required, permission, for Offsets, if any, for faculty member in good standing. Total Offsets and Credits (steps 4 and 5 below) may not account for more than 12 credits.	
	Administrative Offset, if any.	
	Discretionary Offset, if any.	
4	Teaching Credits or Credit for Research Supervision. Verify and document faculty member's requested use of accrued teaching credits at <b>1-3 credits per semester</b>	
5	Funded Research Course Releases. Verify and attach documentation for course release time purchased for either semester on active grants	
6	Calculate final adjusted teaching load. <b>Cannot be less than 6 credit hours per semester without Dean and Provost approval)</b>	

Your teaching load is tentatively divided across two Semesters as \_\_\_\_\_/\_\_\_\_\_  
 Fall      Spring

The Department reserves its management right to alter this teaching load division to meet extraordinary circumstances impacting the University's ability to offer needed courses, such that as much as 70% of teaching load may be assigned to a single semester (maximum four three- or four-credit courses), provided sufficient notice is given to the faculty member.

Chair Name: \_\_\_\_\_

Date: \_\_\_\_\_

FISCAL NTE Teaching Load Calculator

Faculty Name: \_\_\_\_\_

Unit: \_\_\_\_\_

		Fiscal Year Base Load
1	Initial Base Load 24 credit hours per academic year	30
2	The faculty member's anticipated contributions to the University meet the criteria for routine service and significant service; and additional release or compensation has been provided for such service; and the time commitment necessary to perform this service productively can be shown to be at least equivalent to the time commitment to prepare and deliver a three (3) credit-hour course. <b>Subtract three (3) credit hours</b>	
3	List and attach documentation and, if required, permission, for Offsets, if any, for faculty member in good standing. Total Offsets and Credits (steps 4 and 5 below) may not account for more than 12 credits.	
	Administrative Offset, if any. (Includes Faculty Senate or AAUP-WSU offsets.)	
	Discretionary Offset, if any.	
4	Teaching Credits or Credit for Research Supervision. Verify and document faculty member's requested use of accrued teaching credits at <b>1-3 credits per semester</b>	
5	Funded Research Course Releases. Verify and attach documentation for course release time purchased for either semester on active grants	
6	Calculate final adjusted teaching load. <b>Cannot be less than 6 credit hours per semester without Dean and Provost approval)</b>	

Your teaching load is tentatively divided across three semesters

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Fall    Spring    Summer

The Department reserves its management right to alter this teaching load division to meet extraordinary circumstances impacting the University's ability to offer needed courses, such that as much as 50% of teaching load (maximum four three- or four-credit courses) may be assigned to a single semester, provided sufficient notice is given to the faculty member.

Chair Name: \_\_\_\_\_

Date: \_\_\_\_\_