

**Department of Kinesiology's Policy on Faculty and Teaching Assistants
Workload regarding Instruction
11/16/09**

[The principles of this policy have been approved by the Executive Committee 11/3/09]

1.0. Department of Kinesiology Policy: Faculty/instructor assignment and workload

1.1 Fall and Spring Semesters. In the Department of Kinesiology, the standard tenured/tenure-track faculty teaching workload during the fall and spring semesters is 45%. [Note: This workload assumes that the faculty members are research-intensive and are active advisors of graduate students (i.e., with students registered for 689, 799, and 899)].

This 45% teaching allocation is actually 40% for teaching and 5% for working with graduate students (689,799,899) and undergraduate students (289, 389, 489) on independent study/research basis. The 40% for teaching assumes that during the work-week (40 hours) 16 hours will be allocated to teaching and correlated activities ($40 * 0.4 = 16$). Assuming a teaching load of two 3-credit courses, an instructor would have 8 hours of the week allocated to each of the 3-credit courses.

The assumption is that the 3-credit course workload includes in those 8 hours:

- Preparation and/or revision of lectures and course materials
- "Delivering" the course (i.e., being "present" in the instructional process)
- Grading assignments and examinations
- Meeting with and engaging in 'discussion' with students (including office hours)
- And, if there is a TA or TAs, meeting with the course TA(s).

1.2 Winter and Summer Terms. Teaching during winter and summer terms is an "intensified" workload in that the regular semester 15-week course is compressed to either 3 weeks or 6 weeks. For example, the 15-week 8 hours per 3-credit course that took 120 hours (15 wk x 8 hr) over the semester is now compressed into 3 weeks making it a 40 hours/week or for a 6-week class, 20 hours/week. Indeed, without question winter and summer are a challenge.

To ease our semester or winter/summer burden, we often 'front load' our course preparation and revision (before the semester starts). But for the 3-week winter term, there is probably no getting around 5-6 hours a day workload. According to the University, a 3-credit course must meet 3 hours a day for 5 days a week for 3 weeks in order to be a 3-credit course in winter or a 3-week summer course.

2.0 Department of Kinesiology Policy: Teaching Assistant assignment and workload

2.1 Fall and Spring Semesters. During the fall and spring semesters, the only courses that have TAs assigned to them are those with 'discussion' or 'laboratory' sections. A TA is assigned to a discussion/lab section with ~ 20-25 students. A TA full-time workload is 20 hours per week. If the TA is working with an instructor for lab/discussion sections, the assumption is that for every section they teach, 4-5 hours are allocated to assist the instructor with:

- Preparation and/or revision of discussion/labs and course materials
- "Delivering" the discussion/labs sections (i.e., being "present" in the instructional process)
- Assist in grading assignments and examinations

- Meeting with and engaging in 'discussion' with students (including office hours)
- Meeting with the instructor as needed.

For all other courses (i.e., those without lab/discussion sections), the Department tries to keep course enrollment under 40. When an exception is required (enrollment is over 40), the Department works with the faculty member to help by providing 'graders' or other appropriate assistance.

2.2 Winter and Summer Terms. During the winter and summer terms, a teaching assistant is provided to the courses with 'discussion' or 'laboratory' if the course enrollment is over 30 (not 40 as the established for fall and spring terms). The assumption is that to keep the well-established course standards during an intensive term, the instructor needs assistance compatible with the course enrollment.

Online Course Exception. An exception will be made for online course offerings. The exception is that a TA is provided after the first 25 and 30 students enrolled in the winter and summer course, respectively. The assumption is that: a) the online offering requires asynchronous time availability, which may result in extra and atypical work-time to communicate with the students during an intensive semester (especially winter term, in which the course is taught in 3 weeks); b) the instructor handles the teaching workload related to the first 25 (winter) and 30 (summer) students. A TA will be provided for each 25 additional students enrolled in the winter and summer courses. To open the course to more seats, a threshold for both, winter and summer, will be 10 more students to "trigger" another TA for the course.

Note: We recognize that to date, the Department has used different standards to accommodate the faculty requests for assigning teaching assistants to the online courses. However, after careful evaluation of our past offerings, including course evaluations, this change in the policy is being implemented so as to maintain "fairness" for teaching loads across instructors and teaching assistants both "on the ground" and online.

3.0 Department of Kinesiology Policy: Teaching Assignments for Winter and Summer Terms

For winter and summer terms, teaching assignments are defined based upon instructor's availability, departmental needs and financial viability. In addition, priority is given to those instructors that taught the same courses over the past fall and spring semesters.

4.0 Department of Kinesiology Policy: Course duration for online courses

Online courses offered by the Department of Kinesiology during the summer terms will be offered for a minimum of six weeks. The decision to require six weeks (as compared to three weeks) for the summer was made to provide the students with a better learning opportunity, and a higher chance to asynchronously (time and space) accomplish the expected learning outcomes defined in each course. It is recognized that the 3-week session of winter term is not an optimal time allocation, but students are only permitted to take 4 credits during this session – thus providing them with more time to focus on the one course they are taking in this compressed time.