

Pamplin Faculty Work Allocation Guidelines

Policy 430

Last Revised: February 28, 2022

Policy

Tenure-track faculty in Pamplin are expected to meet or exceed the current AACSB classification of scholarly academic. Faculty who meet this standard will normally be assigned to teach 12 credit hours per year. Because of their important contribution to the College's academic reputation, publication in top-tier journals (specifically those included in the "Pamplin Elite Journal List") may qualify a faculty member for a teaching load reduction. Conversely, faculty members whose research attainments do not meet the College's expectations should expect a reallocation of time from research to instruction and/or service.

These workload reallocations do not change the expectation that tenure track faculty must be research active. As such, salary and other resource allocations will reflect this continuing expectation.

Full-time non-tenure track faculty of all ranks are expected to meet or exceed the current AACSB classifications for initial qualifications and sustained engagement as academics or practitioners. In some cases, non tenure-track faculty will have the expectation for a specific AACSB classification defined in their terms of faculty offer. The standard teaching load for full-time non-tenure track faculty is 24 credit hours per year, though loads may vary based on research performance or the assignment of other administrative or co-curricular responsibilities.

Faculty Tracks	Annual Credit Hour Range Guidelines
Tenure Track	9 - 12
Tenured	9-18
Collegiate	12 - 24
Professor of Practice	15 - 24
Instructors	18 - 24

Process

Each year, the department head will make a determination of the AACSB qualification class of each faculty member in the department. The determination will be based on definitions adopted by the College in response to the AACSB classification scheme in force at the time as

described in Policy 415. In addition, the department head will develop a proposed workload allocation for each faculty member including teaching load and any extraordinary service assignments.

The Dean of the College will review the classification and proposed workload allocation for each faculty member and make a final determination of the faculty member's classification and workload allocation for the coming year. ¹

Adopted	December 18, 2013
Revised	July 10, 2014
Revised	September 25, 2017
Revised	November 7, 2017
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¹ This procedure does not apply to faculty who have their teaching load set contractually. This is commonly done for a period of time when faculty members are first hired.