312 Faculty Duties and Responsibilities

Broadly defined, faculty fulfill three primary functions at Georgia State University: teaching, research, and service.

312.01 Teaching

Faculty members are expected to provide instruction and student advising as assigned by the departmental chairman. Other activities which fall within the broad category of "teaching" include professional librarianship for faculty appointed as librarians and counseling for faculty appointed as counselors. Classroom instruction responsibilities include holding class for the entire period for which the class is scheduled (including the final examination period) and evaluating students' work and assigning grades within the policies of the University and Board of Regents to students officially enrolled in the class.

When any class-related activity beyond normal activities is planned which has a risk of liability, faculty should use Release and Covenant Not to Sue forms. These are particularly necessary for field trips and out-of-state activities. See Appendix L for the full policy statement. Forms may be obtained from the Office of the Dean or from the Assistant Vice President for Legal Affairs.

A. Teaching Load

The policies of the Board of Regents state that it is the proper function of the academic authorities of each system institution to prescribe the teaching load to be carried by each member of the faculty. (BOR Policy Section 301)

[Replaced 20 February 1997] Workload is a concept with both organizational and individual dimensions. The organizational dimension of workload refers to the collective effort required for any unit to accomplish the goals it has established in relation to the University's mission and strategic plan. The individual dimension of workload refers to the mix of teaching, research/creative, and service activities required from any individual as part of her/his contribution to a unit's goals and the institution's mission. In order for both of these dimensions of workload to be integrated, units should have carefully articulated programmatic goals, and individual assignments should correspond to the accomplishment of both unit goals and individual career goals, as well as the performance of individual faculty.

Once unit goals are identified, the assignment of faculty to accomplish these goals should be equitable. Depending on unit needs and the distribution of faculty talents, individual faculty may be engaged in different mixes of teaching, research/creative, and service activities at any one point in time; individual faculty may be engaged in different mixes of teaching, research and service activities across their careers; and faculty from one unit to the next may be engaged in different mixes of teaching, research/creative, and service activities. Within this context, the intention of a general workload policy is that faculty members contribute comparable levels of effort to their unit's collective work and that they be rewarded on the basis of their performance of the specified contributions.

Because Georgia State University is one of the System research universities, up to a 4-course teaching load or equivalent per academic year is a reasonable goal for faculty members with substantial, demonstrated, and active records of research/creative activity and of service activity. Faculty members whose activity is primarily teaching may expect a course load of up to 8 courses or equivalent per academic year.

Each college or school must have a workload policy statement that explicitly 1) specifies how teaching, research/creative, and service activities contribute to the assignment of workload for individual faculty; 2) specifies those activities that constitute a course equivalent; 3) specifies how workload assignments are linked to the goals of the unit; 4) specifies how workload assignments are linked to the performance of the individual faculty member; and 5) specifies a mechanism for reporting each year's workload distributions to...
the department's or school's faculty. The workload policy statement for each unit must be reviewed and approved by the faculty of the unit, by the dean of the unit, and by the provost of the university.

(Source: Approved by the University Senate: 2-20-97; amended by University Senate 12-15-98)

Teaching, research, and administrative assignments in summer term are at the discretion of the departmental chairman and the appropriate dean. Faculty may not be compensated more than 33.3% of the previous year's academic rate for such work (BOR Policy, Section 803.1403).