School of Architecture
Faculty Workload Policy
(Approved 4.13.2009)

Teaching Load
The typical teaching load in the School of Architecture is a 2/2 course load (two courses per semester). This
teaching load provides time for normative School, College and University service and time for supervising graduate
theses (this assumes a normative commitment of no more than three theses per year).

Reassignment of Duties/Course Reductions
Variations from a normative teaching load may be granted for leadership responsibilities as defined by the position
descriptions for Associate Director, Core, Advanced & Graduate Coordinators, MUD Program Coordinator, and
DSRC Coordinator. Course reductions may also be granted by the Director in recognition of significant service
responsibilities, such as providing leadership in NAAB accreditation visit preparation, service as University Faculty
President, etc.

Faculty may also seek release from teaching responsibilities through 1.) External funding that includes monies for
buyout of teaching responsibilities, 2.) CoA+A Reassignment of Duties, 3.) SoA Reassignment of Duties, and 4.)
University Reassignment of Duties.

1.) Buyout From Teaching: The amount of external funding required for a buyout from teaching
responsibilities will be negotiated between the faculty member and the Director and will, in part, be
determined by the type of course involved: studio, required core lecture course, required seminar (such as a
history topics course), etc.

2.) CoA+A Reassignment of Duties: The application process for a CoA+A Reassignment of Duties follows
the approved College policy.

3.) SoA Reassignment of Duties: The availability of SoA Reassignment of Duties is dependent on
resources and varies from year to year. A request for a SoA Reassignment of Duties must include the
goal(s) of the proposed project, the extent of the Reassignment requested, a timeline, and the proposed
outcome of the project. The Director will make decisions concerning SoA Reassignment of Duties
consistent with the priorities of the SoA.

4.) University Reassignment of Duties: UNC Charlotte’s University Reassignment of Duties program,
which typically provides one semester of leave at full salary or two semesters at half-salary, is administered
by the Division of Academic Affairs. Please see their web site for information on eligibility and the
application process.

Faculty are required to discuss any proposal that includes a reduction in teaching responsibilities with the Director
prior to submitting the proposal.

Faculty Availability
It is recognized that a faculty member’s research and/or professional development activities may require them to
spend time off campus during the semester, perhaps on a regularly occurring basis. However, the University,
College and School have the expectation that all faculty members will attend required meetings or other activities
that are scheduled during normal university operating hours (Monday through Friday, 8:00 to 5:00). And, as is stated
in the UNC Charlotte Faculty Handbook: “Faculty members are expected to schedule sufficient regular office hours
for consultation with students in their classes, with advisees, and colleagues; provision should also be made to
accommodate student schedules.”