

**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."