

Faculty Assigned Time Guidelines

Faculty Workloads per the SUNY Oswego Faculty and Professional Staff Handbook, Section 6 states that, “In consultation with the Provost, Deans, and Department Chairs, sufficient flexibility in faculty workload assignment policy and related guidelines provide for efficient and productive workload assignments in the broad base of teaching activity, institutional service, research and related activity, administrative assignments, and public service activities. The instructional portion of faculty workload assignments for full-time faculty at the college are generally equivalent to 12 semester hours per semester during the academic year, 6 semester hours during the six-week summer session, and 3 semester hours during the three-week session.”

These guidelines regarding faculty instructional workload and faculty assigned time are based on Academic Policies-Section 6 of the *Faculty and Professional Staff Handbook* and apply across all instructional modalities. These guidelines do not apply to Librarian Faculty.

A) Teaching Workload Calculation

Faculty teaching workload is calculated based on course credit hours using the following guidelines:

1. Cross-listed courses by discipline and/or by level are counted once.
2. Oversight of individual student activities such as independent studies, honor theses, and internships is not included as teaching workload.
3. Experiential student instruction such as lab, studio, ensemble and student-teaching courses are counted based on college and/or accreditation guidelines.
4. Workload calculations other than those listed above must be approved by the Dean in consultation with the chair.

B) Assigned Time Guidelines

In addition to teaching/instruction, faculty are expected to fulfill responsibilities in the areas of instructional related activities (e.g. advisement, mentorship), institutional/departmental service, research/scholarly related activity, administrative assignments, and public service activities. Faculty teaching workload may be adjusted due to responsibilities above and beyond typical expectations according to the following guidelines:

1. A course with an enrollment equal to or greater than 90 students is considered a “large section” and may be counted as two sections. Faculty members teaching such a course, therefore, may be qualified to receive 3 hours of assigned time.
2. Service assignments (academic program director, coordinator, department chair, Director of CELT, etc.) which require a minimum of an additional 7 hours work per week (as determined and confirmed by the dean) may be qualified to receive assigned time.
3. A faculty member may receive 3 hours of assigned time for substantial research and scholarly activities over and above what is required to stay up to date and active in their discipline.
4. A faculty member teaching experiential student instruction, such as studio/lab courses, including those with no credit hours may receive assigned time. Qualifying studio/lab courses require faculty supervision and contact with the student, including content delivery, of at least two hours per week. These are not help, homework, or tutorial sessions.

C) Assigned Time Requests and Approvals

1. The department chair recommendation/request for faculty assigned time should specify the duration (beginning and end), nature of the responsibilities, intended outcomes, and the replacement cost.
2. Faculty assigned time requires approval by the appropriate dean before the start of each semester. Such an approval should take into consideration the educational benefits, curriculum integrity, cost, and alternative solutions.

Effective Date: Fall 2026

Revised by Deans' Council and adopted: October 29, 2025