

ADMINISTRATIVE DIVISION – ACADEMIC AFFAIRS

POLICY NUMBER – ACAF 6.02

POLICY TITLE – GRADUATE FACULTY WORKLOAD

SCOPE OF POLICY – USC UPSTATE

DATE OF REVISION – JULY 26, 2018

RESPONSIBLE OFFICER - PROVOST

ADMINISTRATIVE OFFICE – OFFICE OF THE PROVOST

POLICY STATEMENT

The institution recognizes the importance of establishing reasonable faculty assignments with respect to instruction, advisement, and committee membership, guidance of student organizations, and research and service to the public. The determination of instructional load considers a number of factors, including level of the course – graduate vs. undergraduate – which could vary according to the unique features and needs of each school and college.

PROCEDURES

Graduate Course Teaching Load

Faculty who teach graduate course work should be skilled in instruction; should be productive, creative scholars; and should be readily accessible to their students. The scholarly stimulation that occurs when students interact with faculty is significant to successful graduate study. Faculty teaching load when one or more graduate courses are taught is determined at the school or college level by the dean. A cross-listed course with both graduate and undergraduate students will count as a graduate course unless there are fewer than 6 graduate students enrolled, in which case it will be considered an undergraduate course.

Other Graduate Workload Calculation

Thesis Chair: The thesis chair accumulates credit of 0.5 credit hour for every student enrolled. For thesis courses in the summer, chairs will receive pay at the rate of 1.25% of their salary for each enrolled student being supervised (e.g., 6 students equals one course at 7.5% summer salary rate).

Supervisor of Experimental and Clinical Research Projects:

During fall and spring semesters, faculty members supervising experimental or clinical research projects will receive pay at the rate of 2.5% of their base salary for each credit hour of instruction. For experimental research or clinical project supervision during the summer, faculty members will receive pay at the rate of 7.5% of their base salary.

HISTORY OF REVISIONS

- October 18, 2016 – New policy approval
- July 26, 2018 – Revision
- September 26, 2024 – Renumbered due to Columbia duplication and updated form