
Policy on Faculty Workload

Title:	Policy on Faculty Workload
Policy number:	POL 065
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input checked="" type="checkbox"/> Both <input type="checkbox"/>
Date of Senate approval if required	
Date of Board approval if required	13/03/2024
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Frequency of review required	Every 3 years
Replacing or superseding information	New
Revision number	
Responsible Office	Office of Academic Affairs
Accountable Officer	Provost/Vice President Academic Affairs
Related legislation, regulation, policy, or policies	Policy on Full-time Faculty; Policy on Responsibilities and Functions of Full-time Faculty.

Appendix/Appendices

1. **Authority**

This policy is established under the authority of the Board of Trustees.

2. **Purpose**

The purpose of this policy is to establish guidelines relating to the workload of full-time faculty.

3. **Scope**

This policy applies to all full-time faculty at University of The Bahamas.

4. **Definitions**

N/A

5. **Policy Statement**

5.1. All faculty members are tasked with striving for excellence in the creation, dissemination, application, and preservation of knowledge. The workload assigned to each faculty member will be decided based on the University's mission and priorities, as well as the individual goals and needs of the faculty member. All workload assignments must comply with the labour laws of The Bahamas.

5.2. The following faculty workload policy guidelines are applicable to full-time faculty:

5.2.1. Faculty shall be assigned a maximum of twenty-four (24) contact hours over two (2) semesters, not to exceed twelve (12) contact hours in any one (1) semester. Faculty shall be paid the agreed overload rate for the hour or hours that take them over twelve (12) contact hours.

5.2.2. There are a few instances where faculty may be assigned fewer than 12 hours, and these are as follows:

5.2.2.1. An assignment of three (3) upper level courses (e.g., a combination of 300 and 400 level courses no fewer than eight (8) contact hours)

5.2.2.2. Teaching two (2) lecture-style courses having up to fifty-five (55) students in each of the classes

5.2.2.3. Administrative responsibilities, including serving as Chair, Head of Department/Teaching Practicum Coordinator, Programme/Course Coordinator, Committee Chair

5.2.2.4. Research activities, either local or abroad

5.3. Faculty may be assigned up to four (4) courses per semester and may be responsible for up to one hundred (100) students. The exception is teaching two (2) lecture style classes where the faculty member may be responsible for up to one hundred and ten (110) students.

5.4. Faculty shall not normally be assigned more than three (3) different preparations.

5.5. Overall, the faculty workload policy is aligned with the governing laws of The Bahamas.