L. Teaching and Advising Responsibilities of Faculty Members

A faculty member at Colgate is expected to participate actively in the life of the college, both inside and outside of the classroom. The responsibilities of faculty members for teaching and advising students, scholarly activity, and service to the University community cannot easily be divided, counted, and credited. The following is then intended to serve as a guideline for faculty members. Questions should be directed to department chairs or division directors.

1. Teaching Loads and Load Credits

The normal teaching load is five units (or "load credits") per year with no more than three load credits in a single semester. The teaching of one course usually equals one load credit, although the Dean's Advisory Council has approved the following standard variations:

a. With prior approval from the Division Director and Associate Dean of Faculty, a faculty member may earn two load credits for courses with an enrollment limit of at least 70 students and an actual enrollment of 60 or more students.

b. Load credit for team-taught classes will normally depend on the level of the course. Two load credits will normally be given for a 100 or 200 level course with 50 or more students, a 300 level course with at least 40 students, or a 400 level course with at least 25 students. Faculty should secure approval from the appropriate division director prior to scheduling a team taught course.

c. Laboratory sessions receive fractional load credit: 1/3 if regularly scheduled for less than three-hour labs, 1/2 if regularly scheduled at least three hours per week.

d. In the event that a faculty member earns more or less than the expected load over a given year, an adjusted teaching assignment should be arranged by the faculty member, department chair, and division director within the following academic year. Over- and under-load credits may not be carried over for more than one year without prior permission from the Division Director and Associate Dean of Faculty.

With prior approval from the Associate Dean of Faculty, courses taught by full-time faculty beyond the usual 5 may be compensated at 10% of the faculty member's current salary (with an upper and lower limit that changes annually). Because overload teaching may detract from a faculty member's scholarly time, compensated overloads should occur no more than once every three years.

Load credit is also earned for certain administrative assignments, such as department chair or division director, subject to rules established by the Dean of the Faculty. Load credits may only be earned in the fall or spring terms.

In addition to the regular classroom responsibilities, it is assumed that members of the faculty will be willing to supervise a limited number of undergraduate independent study and/or honors projects. Normally, a faculty member should not supervise more than three to five such projects in any one term.
7. **Size of Courses and Prerequisites** University policy requires that classes with an enrollment of ten or fewer students must have the permission of the division director and that classes with an enrollment of five or fewer students require the permission of the Associate Dean of the Faculty. Courses with low enrollments will be reviewed by the department chair, division director, and Dean of the Faculty in order to determine future frequency of scheduling (it may be necessary, for example, to schedule low enrollment courses in alternate years). Classes with enrollments under 3 are expected to be taught as independent studies.

Placing upper limits on the size of courses should be done with care and only for good cause. All such limits should conform reasonably to the overall needs of the University and must have the approval of the department chair and division director. Department chairs should notify the division director and the Associate Dean of Faculty of any changes from semester to semester in enrollment limits.

Prerequisites for admission to a course should be clearly designated by the instructor, approved by the department chair, and listed for the information of students in the course description in the Colgate University *Catalogue* and in the Early Course Registration booklet issued by the Registrar. Only in exceptional cases (such as independent study courses) should written permission of the instructor be required for admission to a course.