

Towson University  
Comprehensive Faculty Workload Guidelines

The balance among teaching, research/scholarship, and service are determined annually in the Faculty Workload Expectations Report. All three areas must be included in some percentage, and the total percentage of effort must equal 100% of the faculty member's effort before the department chairperson approves the Report.

The standard workload and responsibilities expectations for faculty at Towson University, based on Board of Regents "Faculty Workload and Responsibilities" is expressed as follows:

- internship supervision;
- PDS/student teaching supervision and other PreK-12 field experiences; or
- music instruction.

Course unit equivalencies for these approaches vary because of the nature of the faculty support and the number of students involved in the instruction.

*1. Classroom Instruction (including lecture/seminar and certain laboratory/studio classes).*

As expressed in the BOR policy, one standard course unit credit for classroom instruction will be computed as three contact hours of instruction. A contact hour is fifty (50) minutes of faculty instruction per week. The formula applies equally to lecture/seminar/laboratory/studio instruction where the faculty member is solely responsible for all activities therein. (The formula does not apply to instruction where the faculty member is not solely responsible for all activities therein.)



Course units will be assigned to faculty with responsibility for supervising  
interns in a professional development school.

development school.

A. Supervision of Teaching Interns in a Professional Development School (PDS).

In this model, a cohort of interns is placed in a PDS site (usually a paired site/two schools) for an intensive and extensive, year-long internship (minimum

Course units for *private individual music instruction* (which may or may not include a group master class) shall be calculated according to the following schedule:

orientation session or supervised testing), but regular class attendance cannot be a course requirement.

year shall be awarded one course unit reduction as approved by the chair of the department and the dean of the college. Faculty members advising fewer than 50 undergraduate students will not be granted any course unit credit for the activity.

The teaching load for chairpersons will be one to five course units per year based on the

and the scholarship profile of the chair. The dean shall determine the



Graduate program director: