

BETHEL UNIVERSITY

MAXIMUM TEACHING LOAD POLICY

Bethel University acknowledges the desire of some employees to teach a heavier load. The University also recognizes that as an institution we must ensure that workloads are manageable for employees and enable the highest quality experiences for our students. The policy outlined below is designed to balance both of these goals.

Full-Time Faculty

School	Maximum Teaching Load	Time Period
CAS	34.00 TEUs *	August – May
CAPS/GS	41.00 TEUs	August – July
Seminary	41.00 TEUs	August – July
University	41.00 TEUs	August – July

* May teach additional courses in the summer, not to exceed the university full-time faculty maximum teaching load limit.

Part-time Faculty (Excluding Staff and Teaching Partners)

School	Maximum Teaching Load	Time Period
CAS – Adjuncts	17.00 TEUs*	August – May
CAPS/GS – Adjuncts	20.99 TEUs	August – July
Seminary (Adjuncts and Faculty Associates)	20.99 TEUs	August – July
University	20.99 TEUs	August – July

* May teach additional CAS summer courses or courses in other schools, not to exceed the university adjunct faculty maximum teaching load limit.

Teaching Partners

School	Maximum Teaching Load	Time Period
CAPS/GS – Teaching Partners	41.00 TEUs	August – July

Staff Employees Who Teach

Staff employees who work 1.0 FTE (40 hours/week, 12 months/year) in their staff role(s) can teach up to 16 TEUs per August – July time period. This amount will be prorated upwards for staff employees who work less than 1.0 FTE.

Upon written permission from their supervisor, a staff employee may be allowed to teach up to 3.4 TEUs at a time during the employee's normal work day. The work will be made up by adjusting the employee's work schedule, or it may be counted as vacation or personal time until all paid time is exhausted. Leave without pay from their staff role for the purpose of teaching is prohibited.

Contact the Office of Human Resources for further information.

Monitoring the Maximum Teaching Load Policy

Each respective academic affairs office will monitor loads, as needed, when course assignments are made to see if any individual is at or is exceeding their load limit.

If there is a load conflict, the last school who assigned the course is responsible for leading the discussion and resolution process.

It is also expected that staff and faculty will take personal responsibility for adhering to this policy.

STAFF MAXIMUM LOAD CONVERSION SCALE

STAFF FTE	TEUS ALLOWED
1.00	16.00
0.99	16.32
0.98	16.64
0.97	16.96
0.96	17.28
0.95	17.60
0.94	17.92
0.93	18.24
0.92	18.56
0.91	18.88
0.90	19.20
0.89	19.52
0.88	19.84
0.87	20.16
0.86	20.48
0.85	20.80
0.84	21.12
0.83	21.44
0.82	21.76
0.81	22.08
0.80	22.40
0.79	22.72
0.78	23.04
0.77	23.36
0.76	23.68
0.75	24.00
0.74	24.32
0.73	24.64
0.72	24.96
0.71	25.28
0.70	25.60
0.69	25.92
0.68	26.24
0.67	26.56
0.66	26.88
0.65	27.20
0.64	27.52
0.63	27.84
0.62	28.16
0.61	28.48

STAFF FTE	TEUS ALLOWED
0.60	28.80
0.59	29.12
0.58	29.44
0.57	29.76
0.56	30.08
0.55	30.40
0.54	30.72
0.53	31.04
0.52	31.36
0.51	31.68
0.50	32.00
0.49	32.32
0.48	32.64
0.47	32.96
0.46	33.28
0.45	33.60
0.44	33.92
0.43	34.24
0.42	34.56
0.41	34.88
0.40	35.20
0.39	35.52
0.38	35.84
0.37	36.16
0.36	36.48
0.35	36.80
0.34	37.12
0.33	37.44
0.32	37.76
0.31	38.08
0.30	38.40
0.29	38.72
0.28	39.04
0.27	39.36
0.26	39.68
0.00-0.25	41.00