

Memorandum of Agreement
On
Faculty Teaching Load

It is hereby agreed by The Richard Stockton College of New Jersey and the Stockton Federation of Teachers that, having been approved by both parties Faculty Teaching Load will be determined as is outlined below. This Agreement will be in effect beginning with the academic year 2008-2009.

Class sizes

Barring specific reasons to the contrary the normal capacity for an undergraduate lecture/discussion class at Stockton is 35 students.

Exceptions:

- W2 courses may be capped at 30.
- W1 courses may be capped at 25.
- Seminars, whether in programs or General Studies, may be capped at 25. This may include GIS classes that do not have a "6" as second digit.
- Laboratories, studios, clinical courses, graduate courses and other specialized types of instruction may have smaller capacities dictated by safety, regulatory or accreditation requirements, room capacities, or other considerations, with the approval of the dean.

Faculty Workload

Faculty workload is 24 teaching credits (TCH) per academic year. For faculty who teach primarily 4-credit courses, the normal way of meeting the 24 credit total will be to offer six 4-credit courses. (Graduate courses bearing 3 credits for students will earn 4 TCH.)

With the approval of the Dean and reported to the Provost, one or more of the six courses may be other than a standard course, such as:

- A senior seminar or graduate seminar with a capacity less than 25
- A tutorial with a capacity judged by the dean to be appropriate to the nature of the material
- A group of independent studies or internships sufficiently alike in theme or content that they can be listed in the schedule as a course.
- Other arrangements may be made for reasons related to curriculum, pedagogy, accreditation standards, scholarship. This may include, for example, a small group of students engaged in credit-bearing student-faculty research projects.
- Unrelated independent studies may be considered "in load" when approved by the Dean .

When independent studies, projects or internships are included in a faculty member's regular assigned workload, the normal workload calculation will consider 15 student credit hours (SCH) of these projects as 1 TCH.

Overload Independent Studies and Internships

In addition to one's regular teaching load, a faculty member may, with the approval of the dean, offer independent studies, internships, or other special projects on an overload basis, provided that the faculty member's total enrollment in lecture courses, seminars, and tutorials has reached 80% of total capacity for the academic year.

Internships provide pre-professional learning opportunities for students.

Programs may establish prerequisites for internships, e.g., minimum GPA, course prerequisites, internship hours, and other requirements, as appropriate. Programs may also limit the total of internships to be undertaken for credit. Though site supervision and evaluation may be handled by faculty, they are typically handled by a site supervisor. Elements such as a student's internship journal, reports (as appropriate) and term paper are evaluated by faculty. The latter issue a grade based on the site evaluation and other elements noted.

Independent study and/or special projects provide opportunities for students to engage in non-class academic research or creative activity under the direct supervision of faculty.

These opportunities allow students to:

- Test mastery of principles, methods and content presented in courses.
- Develop new research or creative skills
- Pursue questions not addressed in the regular curriculum
- Develop the capacity for lifelong, independent study.

Independent study projects can not cover the same material as a concurrent class course unless, in the judgment of the dean(s), exceptional circumstances exist.

These projects should be equal in rigor to a course carrying equivalent credit.

Approval: With the approval of the dean, a faculty member may offer independent studies, internships or special projects in addition to his/her regular teaching load. Overloads of any kind beyond 4 TCH per semester for fulltime faculty are unusual and must be approved by the Provost.

Compensation: Earned overload for such credits shall be calculated at a rate comparable to the usual rate for in-load independent studies, calculated on an annual basis and paid at the close of the fiscal year. Calculations shall be as follows:

Undergraduate:

Credits:

0-3 SCH: 0 TCH

4-7 SCH: .25 TCH

8-11 SCH: .50 TCH

12-15 SCH: .75 TCH

16-19 SCH: 1 TCH

etc. up to a limit of 4 TCH

Graduate Studies:

0-2 SCH: 0 T CH

3-5 SCH: .25 TCH

6-8 SCH: .50 TCH

9-11 SCH: .75 TCH

12-14 SCH: 1 TCH

etc. up to a limit of 4 TCH

Large Classes

In certain circumstances extra workload credit may be earned by teaching large classes. Such additional workload may be earned as overload or as part of the faculty member's planned regular workload.

Large Classes as Overload

Where the extra workload is planned as overload, the determination as to whether and how much extra teaching credit has been earned will be based on enrollment at the close of in-person registration just before the beginning of the semester. Should enrollment change between that time and the college's official census day, increases will be added to the faculty member's credit; decreases will not be deducted.

Large Classes In-Load

Where the extra workload is part of the faculty member's regular workload, the faculty member and dean will confer at the close of preregistration regarding the status of the course. If enrollment is below the capacity at that time, the faculty member and Dean will agree to an accommodation that best meets the needs of the students and the program and satisfies the faculty member's remaining teaching obligations. Accommodation may include an alternative (non-teaching) assignment to administrative or research duties, a decision to reduce the capacity of the class and reschedule the faculty member for an additional course; or the use of independent studies, internships, or special projects to supplement teaching credit earned by the large class.

Compensation:

Workload credit for large classes, whether taught in load or as overload, is based on a combination of the class's capacity and enrollment.

Enrollment	TCH
50-64	5 (if capacity is 55-69)
65-79	6 (if capacity is 70-83)
80-94	7 (if capacity is 84-99)
95-114	8 (if capacity is 100-119)
115 or more	9 (if capacity is 120 or more)

No more than 8 TCH for any one class may be included in a faculty member's basic assigned workload.

Supervision of Master's Thesis

Faculty members who direct masters' theses shall be compensated .25 teaching credit per student thesis, not to exceed a total of eight students (2 teaching credits) per year. Overload payments shall be calculated on an annual basis paid at the end of spring semester.

Supervision of Student Teaching

Supervision of Student Teaching will be covered in a separate Agreement.

IN WITNESS THEREOF, the College and the Stockton Federation of Teachers have caused this Memorandum of Agreement to be executed this 25 day of March 2008.

For Richard Stockton College

For the Stockton Federation of Teachers



Herman J. Saatkamp, President



Michael Frank, President