

Siena College

TEACHING LOAD WITH ONLINE COURSES POLICY

Policy Title:	<i>Teaching Load with Online Courses</i>
Type or category of Policy:	Administrative
Approval Authority:	<i>Provost and Senior Vice President</i>
Responsible Executive:	<i>Provost and Senior Vice President</i>
Responsible Office:	<i>Deans of the Schools of Business, Liberal Arts and Science</i>
Owner Contact:	Owner Contact: Provost Office, Provost@siena.edu , 518-783-2307
Reviewed By:	Margaret Madden, Provost
Reviewed Date:	4 March 2021
Last Revised and Effective Date of Revision:	4 March 2021

Brief Overview of the Policy

Online courses may count towards faculty members' teaching loads during the fall or spring semesters or be compensated as overloads in the same manner as traditional courses, e.g., a course that is 3 workload credits face-to-face will be 3 workload credits for online delivery, as well. Such arrangements are subject to approval by the department chair and dean. Full-time faculty members must teach a minimum of 3 contact hours in person per semester except in extraordinary circumstances with the permission of their dean. Adjunct faculty may teach all their courses online only at the discretion of the chair and dean.

Policy template Approved by President's Cabinet 25 October 2016

All policies are subject to amendment. Please refer to the Siena College Policy website for the official, most recent version.

Reason for Policy

To clarify how online courses count in a faculty member's teaching load.

Scope of the Policy: Entities or Individuals affected by this policy

All faculty members.

The Official Policy

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Adopted: July 27, 2017

Reviewed: March 4, 2021

Revised: March 4, 2021

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