

<b>Policy and Procedure Arizona State University</b>		<b>Number SWK 202</b>
<b>Manual Social Work</b>	<b>Section Faculty Workload</b>	<b>Page 1 of 2</b>
<b>Subject Teaching</b>	<b>Effective 8/18/86</b>	<b>Revised 8/92</b>

**PURPOSE:** To define teaching responsibilities for School of Social Work faculty

**SOURCES:** Conditions of Faculty Service  
School of Social Work Faculty Council

**APPLICABILITY:** All faculty, School of Social Work

**POLICY:** Faculty Teaching Responsibilities Include:

1. Teaching two to three courses per semesters, between six and nine semester hours. Adjustments in assignments should be made in the event of special or extraordinary faculty assignments or research. For example, faculty members who chair three Ph.D. dissertations to completion would earn credit for the teaching of one course during one semester.
2. Following the faculty approved course syllabus.
3. Keeping current in teaching areas through readings and research. Currentness should be measured according to continually revised text materials and syllabi.
4. Insuring that the course is evaluated in accordance with School of Social Work policies and procedures.
5. Faculty assignments should be in accord with individual faculty expertise and should facilitate faculty development within the framework of the school mission.
6. Faculty assignments are constrained by the following parameters:
  - A. Required or core courses shall be taught by full-time faculty.
  - B. Full-time faculty will offer elective courses only when core courses have been adequately staffed by full-time faculty.
  - C. In a climate of faculty shortage to cover core courses, electives will be taught by adjunct/part-time faculty.
  - D. Teaching of elective courses by full-time faculty will be assigned on a rotational basis unless taught as an over-load.

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- E. Elective courses that do not make with sufficient numbers of social work students for two consecutive offerings can subsequently be offered only as “overload courses.”
  
- F. All faculty who teach fewer than two courses in a semester (unless approved by the Director) will be required to make up for that deficit during the next semester such that all faculty will teach four courses per year.