

Faculty Assignment of Duties Guidelines – 2022-26 EIU-UPI Agreements

1. Instructional CUs Definition

Instructional CUs are defined as CUs assigned to a faculty person for teaching (direct instruction) and/or teaching-related activities (indirect instruction).

- 1.1. Direct instruction refers to those teaching activities that produce student credit hours.
- 1.2. Indirect instruction refers to teaching related activities which do not produce student credit hours, but whose primary purpose is to support direct instruction. Examples include: academic advising, course coordination, laboratory coordination, dual-credit coordination, internship coordination, and studio coordination. Other activities may be designated as instructional upon consultation with the Dean and the Provost.

2. Official Enrollments

Credit units (CUs) are based on official 10th day enrollments for the Fall and Spring terms, 5th day enrollments for the Summer sessions. In limited circumstances, such as special courses offered through the School of Extended Learning and other courses not based on the traditional calendar, 1st day enrollments may be used.

3. CU Assignments for Lecture/Laboratory Courses

- 3.1. For courses without a laboratory or studio component, credit units are equal to the number of class hours per week (during a regularly scheduled Fall or Spring course).
- 3.2. For courses with a laboratory or studio component, credit units are equal to the number of class hours per week (during a regularly scheduled Fall or Spring course) plus 1.0 times the number of laboratory or studio hours per week (during a regularly scheduled Fall or Spring course). Except for adjustments as provided in guidelines 3–6 and except for courses with special needs and circumstances as provided in guideline 13, the total credit units may not exceed the number of course credit hours plus 1.
- 3.3. For combined classes (i.e., when two or more classes meet jointly), the credit units assigned are equal to the credit units that would be assigned to a single class with the combined enrollment. A large enrollment adjustment (see guideline 5 below) will apply if the combined enrollment is sufficiently large.
- 3.4. When two or more sections of a course meet jointly for lecture but separately for laboratory/studio hours, the credit units assigned are calculated separately for the lecture component and the laboratory/studio component. A large enrollment adjustment (see guideline 5 below) will apply if the combined enrollment of the lecture component is sufficiently large.

4. Writing-Centered Adjustment

Courses which (i) have been classified by the Council on Academic Affairs (CAA) as writing-centered and (ii) have a minimum enrollment of 18 students (1000-level courses, excluding honors courses) or 15 students (1000-level honors courses; 2000-level courses and above) will receive an adjustment of 1.0 credit units in addition to the credit units assigned under guideline 3. If the CAA has not specified whether a course is writing-centered, writing-intensive, or writing-active, then a course in which students learn the principles and the process of writing may receive the writing-centered adjustment only with the approval of the Provost.

5. Large Undergraduate Enrollment Adjustment

The credit unit assignments for lecture/discussion courses (or the lecture component of courses with laboratory/studio hours) with official enrollments of at least 50 students will receive a large enrollment adjustment. The following table shows the total CUs assigned to lecture components in the absence of any other adjustments.

Lecture Contact Hours	10 th Day Enrollment Count										
	<50	50-59	60-69	70-79	80-89	90-99	100-109	110-119	120-129	130-139	140+
1	1	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0
2	2	2.2	2.4	2.6	2.8	3.0	3.2	3.4	3.6	3.8	4.0
3	3	3.3	3.6	3.9	4.2	4.5	4.8	5.1	5.4	5.7	6.0
4	4	4.4	4.8	5.2	5.6	6.0	6.4	6.8	7.2	7.6	8.0
5	5	5.5	6	6.5	7.0	7.5	8.0	8.5	9.0	9.5	10.0

5.1 If adjustment for class size results in total CU for a faculty member that exceeds the maximum allowed CU, the faculty shall continue to receive overload CU pay for the final CU amount.

5.2 When primary teaching duties are assigned to a faculty member, the expected enrollment size for each assignment must be included as part of the communication to the faculty member. The maximum enrollment size for each assignment shall not be increased by more than 20% of this expected enrollment size.

5.3 Any changes in the enrollment limit of a course made after the course assignment shall be communicated to the listed instructor in writing on the same business day when the increase is made.

6. Large Graduate Enrollment Adjustment

The credit unit assignments for courses numbered 5000 and above with official enrollments of 13 or more graduate students will receive a graduate enrollment adjustment. The following table shows the additional CUs assigned to courses with graduate student enrollments.

Number of Graduate Students Officially Enrolled

1–12	13–29	30–39	40 or more
No adjustment	+1.0 CU	+1.5 CUs	+2.0 CUs

Only 1 student credit hour graduate courses may have an enrollment exceeding 40 enrolled students. All graduate courses with more than 1 student credit hour shall not exceed 40 in student enrollment. All enrollment numbers shall be based on 10th day enrollment figure of the corresponding semester.

6.1 The graduate enrollment adjustment does not apply to independent studies, thesis supervisions, internships or other individualized studies.

6.2 The graduate enrollment adjustment does not apply to courses numbered below 5000.

6.3 If adjustment for class size increase results in total CU for a faculty member that exceeds the maximum allowed CU, the faculty shall continue to receive overload CU pay for the final CU amount.

7. Shared Teaching and Team Teaching

7.1. Shared teaching assignments occur whenever the instructional duties for a course are split among multiple instructors (e.g. faculty members teach different portions of a course in order to draw upon different areas of expertise) from the same department or whenever a non-interdisciplinary course has multiple instructors. The total credit units assigned for a shared-teaching course will be the same as if the course had a single instructor. The credit units will be divided among the instructors proportionally to their assigned obligations for the course or as mutually agreed to by the faculty members involved and the Chair(s)

7.2. Team teaching assignments occur whenever an interdisciplinary course has multiple instructors. During the first team assignment to a particular course, each faculty member of the team will receive the total credit units assigned for the course not to exceed a team total of two times the student credit hours. For any subsequent team teaching assignment to the same course, the repeat instructor(s) will receive a percentage of the credit units normally assigned to the course as indicated in the following table:

Number of instructors	2	3
Percentage of CUs assigned to each instructor	75%	60%

8. Tutorials

8.1. Courses with very low enrollments (1–7 students for an undergraduate course, 1–3 students for a graduate course) may be offered on a tutorial basis. The decision to offer a course on a tutorial basis requires consultation by the Chair with the faculty member assigned to teach the course and approval by the Dean.

- 8.2. Credit units for a tutorial equal two-thirds of the CUs normally assigned to the course.
- 8.3. A faculty member will be assigned no more than one tutorial per semester. Additional assigned courses with tutorial enrollments will be assigned full CU allotments as described in Guideline 3.

9. Supervisions

- 9.1. *Independent Study and Independent Research.* Except for special circumstances established under guideline 13, credit units for independent study and independent research supervision equal 0.15 CUs per student credit hour.
- 9.2. *Honors Thesis.* Credit units for supervising a three-credit-hour honors thesis equal 0.50 CUs.
- 9.3. *Graduate Thesis.* Credit units for graduate thesis supervision equal 0.25 CUs per student credit hour.
- 9.4. *Internships.* Except for special circumstances established under guideline 13, credit units for internship supervision will be assigned to the faculty person(s) assigned to the internship course. Assigned load will equal 0.10–0.30 CUs per student intern, depending on the number of faculty visits, distance from campus and amount of supervision required. The actual allocation will be recommended by the Chair and approved by the Dean.
- 9.5. *Graduate-student instructors.* Credit units for supervising a graduate student who is teaching an undergraduate class equal one-tenth of the CUs normally assigned to the class.
- 9.6. *Student teaching.* Credit units for student teaching supervision are established using guideline 13. Faculty members who receive credit units as departmental program coordinators and who are assigned student teachers as part of their coordinator duties do not receive additional CUs for student teaching supervision under this guideline.

10. Academic Advising

The following table shows the credit units assigned for academic advisement of current active undergraduate and graduate students.

Number of Advisees	CUs per semester	CUs per academic year
1 - 20	0.5 CUs	1.0 CU
21–40	0.75 CUs	1.5 CUs
41–60	1.0 CUs	2.0 CUs
61–80	1.25 CU	2.5 CUs
81–100	1.50 CUs	3.0 CUs
101–120	1.75 CUs	3.5 CUs

The load of each faculty advisor shall be based on the number of students assigned to them, including students enrolled in more than one major (undergraduate) or degree program (graduate), or enrolled in a teacher licensure program. For each additional 20 advisees, beyond 120, an additional 0.25 CUs will be

assigned. Faculty who coordinate undergraduate or graduate programs and receive at least 6 non-instructional CUs during the fall and/or spring semester combined will have their academic advising CUs classified as non-instructional.

11. Travel for Off-campus School of Extended Learning Courses

Faculty who teach a regularly scheduled semester-long off-campus course for the School of Continuing Education will receive a travel stipend when the course requires one-way travel of more than 30 miles. The travel stipend is \$350 if the required one-way travel is between 31 and 75 miles, and the travel stipend is \$500 if the required one-way travel is more than 75 miles. This travel stipend is provided in lieu of credit units in accordance with Article 29.12 of the *EIU-UPI Unit A Agreement* and Article 25.13 of the *EIU-UPI Unit B Agreement*. Workshops and short courses do not qualify for this travel stipend.

12. Special Assignments

12.1. University Committees.

Faculty Senate Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
Faculty Senate Recorder – 1.5 CUs in Fall, 1.5 CUs in Spring
CAA Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
CASL Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
CFR Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
CGS Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
COTE Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
IACUC Chair – 1.5 CUs in Fall, 1.5 CUs in Spring
IRB Chair – 3.0 CUs in Fall, 3.0 CUs in Spring
Radiation Safety Officer – 1.0 CU in Fall, 1.0 CU in Spring, 1.0 CU in Summer
Laser Safety Officer – 1.0 CU in Fall, 1.0 CU in Spring, 1.0 CU in Summer
UPC Chair – 3.0 CUs in Spring

12.2. Director Assignments.

Director of Interdisciplinary Center for Global Diversity – 6.0 CUs in Fall, 6.0 CUs in Spring, 3.0 CUs in Summer
Director of Women's, Gender, and Sexuality Studies – 6.0 CUs in Fall, 6.0 CUs in Spring, 3.0 CUs in Summer
Director of Faculty Development – 6.0 CUs in Fall, 6.0 CUs in Spring, 6.0 CUs in Summer
Director of Center for the Humanities – 3.0 CUs in Fall, 3.0 CUs in Spring
Director of Institute for Interdisciplinary Collaboration – 3.0 CUs in Fall, 3.0 CUs in Spring
Director of the Writing Center – 4.0 CUs in Fall, 4.0 CUs in Spring, 3.0 in Summer
Assistant Director of the Writing Center – 4.0 CUs in Fall, 4.0 CUs in Spring

12.3. *Dual Credit Course Coordinator CUs*

Faculty members who accept a dual credit course coordinator assignment will be assigned CUs based on the number of high school teachers they are coordinating with or the number of high school students engaged in the program. Dual credit course coordinator CUs are instructional.

The assignment of CUs for a course coordinator will be 1 CU for every 100 high school students or 1 CU for every 3 high school teacher partners, whichever is greater. A minimum of 1 CU will be assigned to the course coordinator regardless of the number of high school students or teachers engaged in the dual credit program. The maximum allowable assignment of CUs for any course coordinator shall be 5 CUs.

The assignment of CUs will be as follows:

1 CU for every 3 teachers:

- * 1-3 teachers = 1 CU
- * 4 teachers = 1.3 CUs
- * 5 teachers = 1.6 CUs
- * 6 teachers = 2 CUs
- * 7 teachers = 2.3 CUs
- * 8 teachers = 2.6 CUs
- * 9 teachers = 3 CUs
- * 10 teachers = 3.3 CUs
- * 11 teachers = 3.6 CUs
- * 12 teachers = 4 CUs
- * 13 teachers = 4.3 CUs
- * 14 teachers = 4.6 CUs
- * 15 or more teachers = 5 CUs

OR, 1 CU for every 100 students enrolled in the course at the census day:

- * 1-100 students = 1 CU
- * 101-125 students = 1.25 CUs
- * 126-150 students = 1.5 CUs
- * 151-175 students = 1.75 CUs
- * 176-200 students = 2 CUs
- * 201-225 students = 2.25 CUs
- * 226-250 students = 2.5 CUs
- * 251-275 students = 2.75 CUs
- * 276-300 students = 3 CUs
- * 301-325 students = 3.25 CUs
- * 326-350 students = 3.5 CUs
- * 351-375 students = 3.75 CUs
- * 376-400 students = 4 CUs
- * 401-425 students = 4.25 CUS
- * 426-450 students = 4.5 CUs
- * 451-475 students = 4.75 CUs
- * 476 or more students = 5 CUs

12.4. Graduate Coordinators

The following table shows the credit units assigned for program coordination of current active degree seeking students, as of the Fall census. Credit unit assignments for directors of graduate programs associated with sponsored credit delivery models through the School of Extended Learning may vary and will be considered special CUs pursuant to Section 13.

Number of Enrolled Students	CU Load (Fall-Spring-Summer)
1-11	2-2-2
12-50	3-3-3
51+	4-4-3

12.5. Assistant Chairs/Undergraduate Coordinators

Assistant Chairs or undergraduate program coordinators may be exempt from the minimum instructional CUs upon recommendation of the chair and dean depending on program need.

12.6. Secondary Teacher Education Coordinators

Faculty persons who have more than 3 CUs of non-instructional load in support of Secondary Teacher Education may be eligible for a reduction in minimum instructional CUs upon recommendation of the chair and dean depending upon program need. Secondary teacher education coordinators participating in the Masters in Art in Teaching program will receive 0.5 CUs of summer compensation (in accordance with Unit A 29.7.a or Unit B 25.8) for managing their contributions to the MAT Program when students from their discipline are enrolled in the summer term.

12.7. Substantial Grant Recipients

Faculty are encouraged to apply for external grant funding to support their research and creative activities. If release time from teaching obligations will be necessary, funding requests should include a budget line item specifically to cover the costs of that release time, including the salary for replacement instruction. Faculty members whose grants provide funding for release credit units shall have those credits units classified as instructional for the faculty member.

12.8. Faculty in Programs with Research Requirements for Accreditation

Faculty in programs with research requirements for accreditation who meet the annual peer reviewed publication expectations for their department and/or accrediting bodies may be eligible for a reduction in the minimum instructional CUs upon recommendation of the chair and dean depending on program need.

13. Courses with Special Needs and Circumstances

With respect to special credit units for department-level assignments, including those for Library faculty, for courses not covered elsewhere in these guidelines, and for courses with special needs or circumstances, the Provost and UPI Chapter President, in accordance with Article 6.5.a. of the 2022-2026 EIU-UPI Unit A Agreement and Article 6.1.i. of the 2022-2026 EIU-UPI Unit B Agreement, agree to the following procedure in lieu of the individual assignments that result.

13.1. *Timetable.* Credit units for department-level assignments, including those for Library faculty, for courses not covered elsewhere in these Guidelines, and for courses with special needs or circumstances will be reviewed and revised using a timetable established by the Provost in consultation with the UPI Chapter President. A review of the approved listings of special CU assignments shall occur during AY 2018-2019. The Provost may initiate additional reviews of these approved listings, but such reviews may not occur more than once per academic year except by agreement of the UPI Chapter President. The timetable for review of the approved listings for special CU assignments shall provide adequate time for the faculty in each department to submit recommendations not in agreement with those of the Chair (if any) and to express concerns with the approved listings for special CU assignments approved by the Provost (if any), as described in the process below.

13.2. *Roles of the Chair, Dean, & Provost.*

Chairs may modify instructional CU assignments to meet departmental need within the guidelines and parameters established by the UPI-EIU Agreement and the AOD Guidelines. All requests for modified or additional Special CUs must be initiated by the Chair and must include a designated start and end date.

13.2.1. The Chair submits a recommendation and rationale to the Dean.

13.2.2. The Dean reviews the recommendation and rationale, and may make adjustments to ensure equity across the Departments in the College.

13.2.3. The Dean provides a summary of and rationale for any adjustments in writing to the Department Chair.

13.2.4. The Dean communicates all requests for modification or additional Special CUs, whether approved or denied, to the Provost.

13.3. Any changes to a unit's approved listing for special CU assignments must be reasonable in consideration of the work required to perform each assignment, and are subject to Article 19, Grievance.

13.4. In accordance with Article 6.5.b of the *EIU-UPI Unit A Agreement* and Article 6.1.i.(2) of the *EIU-UPI Unit B Agreement*, final approval for all special CU assignments rests with the Provost. In accordance with Article 6.10 of the *EIU-UPI Unit A Agreement* and *Article 6.4 of the EIU-UPI Unit B Agreement*, the reasonableness of any CU assignment is subject to Article 19, Grievance.

- 13.5. Nothing in the procedures for special CU assignments shall prevent the Provost from assigning special CUs; these assignments will be subject to review as described previously in these Guidelines.
- 13.6. A copy of the final approved list of special CU assignments, along with these guidelines, will be made available to all faculty members.