Faculty Workload Expectations

Faculty Workload in the McKay School

In the McKay School of Education, faculty are expected to carry the workload described below. Workload expectations rarely change; however, any reallocations must be approved by the department chair and dean, and be documented in the annual stewardship letter.

Workload reallocations may be possible as described below.

- Faculty may receive course release(s) for up to 6 credits during their first academic year at BYU. This allows faculty an opportunity to prepare their courses and engage in scholarly pursuits/professional service.
- The dean, associate deans, department chairs, and associate chairs receive course load reallocations for their administrative assignments.
- Faculty may receive course load reallocations for unusually time-consuming administrative assignments as approved by the department chair and dean.

Professorial Faculty

Professorial faculty in the MSE are expected to

- actively mentor students in teaching, scholarship, and/or citizenship activities, according to departmental standards,
- maintain a teaching load of an average of 15 semester hours per academic year,
- engage in scholarship to meet the MSE standards (e.g., an average of 2 journal articles per year in tier 1 or 2 outlets after being granted candidacy for continuing faculty status), and
- participate in meaningful citizenship activities within the university and the profession.

Professorial faculty on 10- and 11-month contracts are expected to carry a workload of the equivalent of 37.5 credits during the academic school year. Typically, this is allocated across Fall, Winter, and Spring/Summer terms as outlined in Table 1.

Supervision of students in practicum, student teaching, and internships may be considered part of teaching load. Conversion from number of supervised students to a credit hour equivalency is determined at the department level.

Professorial faculty are expected to maintain graduate faculty status throughout their careers.

Citizenship should directly benefit BYU students, programs, departments, and the university. Citizenship responsibilities in the profession should not detract from meaningful university service. In the MSE, regular personal church and community service that is not assigned by the department, MSE, or university is not considered as part of university citizenship load.
### Table 1
*Teaching, Scholarship, and Citizenship, Stewardship in the MSE*

<table>
<thead>
<tr>
<th>Area of Stewardship</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring or Summer</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>6 credits</td>
<td>6 credits</td>
<td>3 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td>Scholarship</td>
<td>6 credits</td>
<td>6 credits</td>
<td>3 credits</td>
<td>15 credits</td>
</tr>
<tr>
<td>Citizenship</td>
<td>3 credits</td>
<td>3 credits</td>
<td>1.5 credits</td>
<td>7.5 credits</td>
</tr>
<tr>
<td>Total</td>
<td>15 credits</td>
<td>15 credits</td>
<td>7.5 credits</td>
<td>37.5 credits</td>
</tr>
</tbody>
</table>

*Professional Faculty*

Professional faculty typically teach and engage in professional service as identified in their position description for the equivalent of 12 credits both Fall and Winter Semesters and 6 credits Spring or Summer Terms. Additionally, they engage in citizenship activities for the equivalent of 3 credits both Fall and Winter Semesters and 1.5 credits Spring or Summer Terms as demonstrated in Table 2.

### Table 2
*Teaching/Professional Service and Citizenship Stewardship in the MSE*

<table>
<thead>
<tr>
<th>Area of Stewardship</th>
<th>Fall</th>
<th>Winter</th>
<th>Spring or Summer</th>
<th>Total Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching/Professional Service</td>
<td>12 credits</td>
<td>12 credits</td>
<td>6 credits</td>
<td>30 credits</td>
</tr>
<tr>
<td>Citizenship</td>
<td>3 credits</td>
<td>3 credits</td>
<td>1.5 credits</td>
<td>7.5 credits</td>
</tr>
<tr>
<td>Total</td>
<td>15 credits</td>
<td>15 credits</td>
<td>7.5 credits</td>
<td>37.5 credits</td>
</tr>
</tbody>
</table>
MSE Participation Expectations

All McKay School faculty are expected to participate in person in the events listed below, but are excused for legitimate reasons (e.g., illness of self or family members, out-of-town on approved professional business; see the Faculty Leaves Policy). Participation in these activities should be discussed as part of the faculty’s annual stewardship interview. Faculty are expected to attend the following in person:

- All McKay School, department, program, and committee meetings.
- The annual Alumni Achievement and Benjamin Cluff, Jr. Lectures (considered McKay faculty meetings).
- All meetings during University Conference Week (including McKay Day) and the McKay School CLASS-Y Day events.
- Weekly devotionals and forums.
- BYU commencement and McKay School of Education convocation.
- Other events as defined by employee role (e.g., theses and dissertation defenses) and all departmental expectations.

MSE Faculty Availability and Presence on Campus

All McKay School faculty are expected to adhere to the BYU Expectations of a Faculty Appointment Policy, including the expectations for being accessible to students on a year-round basis and maintaining a presence on campus.

McKay School faculty who are teaching classes are expected to provide students with reasonable campus access for in-person consultation (e.g., office hours). Online contact does not eliminate the requirement for faculty to be available to students in person.

Faculty must have a physical presence on campus beyond teaching classes and attending meetings. Generally, faculty are expected to be available during regular business hours unless departmental needs indicate otherwise (e.g., courses taught on Saturdays).

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