

**Additional Teaching Load Reallocations
For Faculty with Administrative Assignments
(Department Chairs, Graduate Program Directors, (Major) Program Directors)**

THE GENERAL PROVISIONS FOR AN RTU ALREADY IN PLACE FOR FULL-TIME FACULTY

1. No full-time Manhattan College faculty member shall be assigned a teaching load of fewer than 12 credits (2/2 Load) during any academic year without the written approval of the Provost.
2. The opportunity to earn Teaching Units through scholarship in the form of publications is available to all full-time faculty members but may not be used to reduce the teaching load to below 2/2.
3. A faculty member can apply only one earned Teaching Unit per academic year.

ADDITIONAL PROVISIONS FOR SPECIAL CATEGORIES

This addition to the already established teaching-load reallocation seeks to recognize those faculty who assume specific administrative responsibilities, such as chairing departments, directing graduate programs, directing special undergraduate programs, or engaging in other similar authorized activities. Again, in accordance with the general provisions above, no full-time member of the Manhattan College faculty shall be assigned a teaching load of fewer than 2 courses (6 hours) each semester.

PROVISIONS FOR THE DEPARTMENT CHAIR

1. Each department chair shall receive a .5 Teaching Unit for each year of service as department chair. At the end of a regular four-year term, the chair will have accumulated two Teaching Units. The reallocation shall be prorated if the term is less than four years. The accumulation of Teaching Units shall be retroactive to the 2003-2004 academic year.
2. The chair is eligible to earn Teaching Units under the Scholarship provisions.
3. A department chair may not carry more than one 3-hour overload during the academic year without the written approval of the Dean and Provost. RTUs may not be used any semester in which the chair has an overload without the written permission of the Provost.
4. No Chair shall be assigned a teaching load of fewer than 2 courses (6 hours) each semester.

PROVISIONS FOR GRADUATE PROGRAM DIRECTORS

1. Graduate Program Directors shall receive one reallocated Teaching Unit and a stipend equal to the prevailing overload rate for each year of service as Graduate Program Director.
2. Graduate Program Directors are eligible to earn reallocated Teaching Units under the Scholarship provisions.
3. Graduate Program Directors may not be assigned more than one 3-hour overload during the academic year without the approval of the Dean and Provost.
4. No Graduate Program Director shall be assigned a teaching load of fewer than 2 courses (6 hours) each semester.

PROVISIONS FOR UNDERGRADUATE PROGRAM DIRECTORS

1. Each Undergraduate Program Director [Peace Studies, International Studies, Urban Studies, Global Business Studies] has a choice. The Undergraduate Program Director may assume a 3/3 teaching load during each year of service or in place of the reduction may request a stipend equal to the prevailing overload rate in lieu of the Reallocated Teaching Unit during each year of service.
2. The Undergraduate Program Director is eligible to earn Teaching Units under the Scholarship provisions.
3. Undergraduate Program Directors may not be assigned more than one 3-hour overload during the academic year without the approval of the Dean and Provost.
4. No Undergraduate Program Director shall be assigned a teaching load of fewer than 2 courses (6 hours) each semester.

SELECT FACULTY WITH OTHER ADMINISTRATIVE ASSIGNMENTS

Faculty Resource Network Liaison	1 Teaching Unit
Honors Enrichment Program	2 Teaching Units
Course Coordinator	No reallocation
Director (Center for Teaching and Learning)	1 Teaching Unit
Director (Writing-Across-the-Curriculum)	1 Teaching Unit for 2004-2005 only
Lab Coordinators	No reallocation
Assessment Coordinators	\$2,000 stipend for each year of service
Study Abroad Director	1 Teaching Unit