

DAU 4-1 Faculty Members Workload Policy

Policy Code	Policy Name		
DAU 4-1	Faculty Members Workload Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
HR Directorate	10/2023	10/2027	

1. Policy Purpose

This policy governs the rules, regulations and procedures followed in determining full-time faculty members' workloads and working hours.

2. Policy Scope

This policy is applied to all the Academic Staff at DAU.

3. Policy Statement

- The assignment of faculty members workloads is intended to be used, as a comprehensive guideline for academic departments when assigning workloads to individual faculties and it is defined as the total of the instructional, scholarly, and professional service activities rendered to DAU by its faculty members. It encompasses instruction, advising, committee work, co-op advising and thesis supervision, guidance of student organizations, research, service, and curriculum development.
- The workload is calculated based on Credit hour → 1 Credit Hour = 1 hour X number of weeks in semester (See Credit Hour Policy).
- The assignment of workloads is therefore organized on the following principles:
- The maximum teaching load for full-time faculty members is 21 credit hours per semester for undergraduate programs (or 42 credit hours or equivalent per academic year over the period of the First and Second semester combined), which can be increased 24 credit hours per semester in case he/she has enough time and absence of alternatives.
- The teaching load of part-time faculties is limited to 6 credit hours, which can be increased up to 9 credit hours per semester, in case he/she has enough time and absence of alternatives. However, it requires University President approval.
- The release time from teaching for the deans of colleges is 6 credit hours.
- Whenever it is necessary, the President of university is authorized to exempt a dean from teaching all their load if they have extraordinary administrative assignments.
- The release time from teaching for the vice-deans/directors/Deputies, and heads of departments is 3 credit hours.
- Whenever it is necessary, the President of university is authorized to exempt the vice-deans/directors/deputies, and heads of departments from teaching all or part of their load if they have extraordinary administrative assignments.
- The normal full-time working hours of DAU faculties are 40 hours per week maximum. The working days are Five days per week.
- The teaching load of each faculty member can be distributed between undergraduate departments and postgraduate programs (once introduced at DAU).
- Full-time faculty members are required to teach according to the following teaching load as per university policy:

Instructor/Teaching Assistant, Language Teacher, Lecturer	18 credit hours
Assistant Professor	16 credit hours
Associate Professor	14 credit hours
Full Professor	14 credit hours

- A faculty member who does not meet his/her teaching workload, the university has the right to assign him/her other relevant tasks including teaching in other departments.
- Academic non-teaching assignment to a faculty member such as course/curriculum development/review, accreditation, course file, institutional, college and department committees, etc., could be considered as part of the workload.
- A faculty member teaching more than normal workload hours during the semester is entitled for overload compensation as overtime. A faculty member's overload should not exceed 6 credits/ per semester, and faculty member shall be appropriately compensated for that. The University Vice-President pre-approval is required at the beginning of each semester.
- University Vice-President and University employees must attend 8 hours/day. They are not required to teach. They can only teach if there is a pressing need for their teaching services which is to be approved by the President of the University. In that case, they will be compensated for each credit hour as overload compensation.
- Deans/Department Heads must attend 8 hours/day if not teaching.
- The Dean who is teaching more than "normal workload Minus 6 hours" during the semester is entitled for overload compensation.
- The vice-deans/directors/Deputies, and heads of departments who are teaching more than "normal workload Minus 3 hours" during the semester are entitled for overload compensation.
- A faculty member originally hired as a director or manager to a non-teaching position must attend 8 hours per day. If He/ She are assigned to teach, they will be compensated as overload compensation.
- A faculty member temporarily assigned to Deanship/Academic Department /Directorate/Office/Center/ Clinic or Consultancy Center must attend 8 hours per day. He/ She will get the release time of 6 credit hours from teaching per semester for the deans of colleges, and the release time of 3 credit hours from teaching per semester for the vice-deans/deputies/Academic Department /Directorate/Office/ Center/Clinic or Consultancy Center. In case He/ She is assigned to teach more than required credit hours per semester ("normal workload Minus 6 hours" for deans of colleges and "normal workload Minus 3 hours" for vice-deans/deputies/Academic Department /Directorate/Office/Center/ Clinic or Consultancy Center), He/ She will be compensated for each credit hour based on the faculty overload compensation scale.
- A faculty member who is seconded or transferred to non-academic and non-teaching Department/Directorate/Office/Clinic or Consultancy Center, must attend 8 hours per day. He/ She is exempt from teaching and might be assigned to committees if needed. In case they are assigned to teach, they will be compensated as overload compensation.
- The table below shows the total working hours of full-time faculty members as per rank distributed among different activities.

Academic Rank	Teaching Load	Office Hours	Preparation & Grading hours	Advising & committees	Research	Total
Instructor Teaching Assistant Language Teacher Lecturer	18	8	8	6	0	40
Assistant Professor	16	8	6	4	6	40
Associate Professor	14	8	6	4	8	40
Full Professor	14	8	6	4	8	40

- Full-time teaching staff must complete the total full-time working hours as stipulated in Table above. Faculties have the right to spend preparation, grading and research-related working hours off campus at the discretion of the faculty and the Department Head and College Dean. The respective Department Head and College Dean have the right to withdraw the discretion as need arises.
- The stipulated working hours per day vary as per each faculty schedule but the total hours on campus per week must be completed as indicated in the table above.
- Upon the recommendation of the Department Head and the preliminary approval of the Dean of the concerned college and the approval of the University Vice-President, a faculty's teaching load can be reduced based on one or more of the following factors:
 - Class size and other related classroom issues.
 - Nature of the course.
 - Level of advising or contact with students.
 - Involvement in approved projects.
- Failure to comply with the required hours of attendance will subject faculty members to administrative action as per DAU policies, "Faculty Disciplinary Policy" and "Contract Termination Policy".
- Faculty members from outside DAU who teach at the university are entitled to compensation as part-time. The University Vice-President pre-approval is required at the beginning of each semester.
- The Department Head is responsible for assigning and monitoring the workload of faculty members within her/his department to ensure individual compliance with the workload requirement.
- The Department Head makes sure that other academic duties are assigned equitably within the department.
- The Department Head must report all faculty members workloads/ under loads to the Dean of the concerned College and for approval by the University Vice-President, who must report these workloads to the Human Resources Directorate.
- The Department Head will notify the Dean of the concerned College in writing of all faculty members who are not in compliance with the workload requirement, the reason, justification, and steps being taken to bring faculty members into compliance. The Dean of the concerned College will submit it to the University Vice-President for approval. The approved copy should be sent to the Human Resources Directorate.

4. Policy Procedure

S. No.	Procedure Steps	Responsibility
Workloads development and monitoring		
1	-Assigns and monitors faculty members workloads and reports to the Dean of the concerned College and the University Vice-President. -Provides HR with faculty attendance/absence reports monthly.	Department Head
2	Reports workloads/underloads to the HR Directorate.	University Vice-President
3	Notifies the Dean of the College concerned in writing of all faculties not in compliance with the workload requirement, the reason,	Department Head

	justification, and steps being taken to bring faculty members into compliance.	
4	Submits notice to the University Vice-President for approval.	Dean of concerned College
5	Sends approved copy to the HR Directorate.	University Vice-President
Overloads and part-times preparing and payment		
1	Prepares the initial list of the full-time faculties who have overloaded courses and the initial list of part-timers.	Department Head
2	-Approves the college's overload list and part-timers list -Sending the lists to University Vice-President for approval.	Dean of concerned College
3	-Completes the submission of the overload assignment form along with instructors' timetables no later than the last week of the semester. -Completes the submission of the part-time assignment form along with instructors' timetables after completing all tasks (grade submission, course file, etc.).	Department Head
4	Approves the college's real overload hours and part-time hours and sends the lists to HR Directorate.	Dean of concerned College
5	-Prepares the overload and part-time master sheets of the overload and part-time payment after validating and verifying all the relevant documents to ensure the accuracy of overload and part-time payment details. -Sending the overload and part-time payment to the university internal audit Unit, to review and investigate.	Human Resource Directorate Internal audit Unit
6	Issues a payment request of the approved overload and part-time payment to the Finance Directorate.	Human Resource Directorate
5. Related Policies/Documents/Forms		
DAU 3-9 Credit Hour Policy DAU 4-2 Faculty members and Administrative Staff Professional Development Policy DAU 4-6 Contract Termination Policy DAU 4-10 Faculty member and Professional Staff Role Policy DAU 4-11 Faculty members and Staff Disciplinary Policy		
6. Document History		
Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the Policy