

**Electrical and Computer Engineering Department
Florida International University
Workload Policy (2023)**

The Department of Electrical and Computer Engineering is committed to providing both undergraduate and graduate students with the best possible educational experience and learning environment. Consequently, ECE faculty members are committed to excellence in teaching at both the undergraduate and graduate levels. The faculty recognizes that courses in Electrical and Computer Engineering require a considerable time commitment, laboratory-design experience, active learning and online content, and student-faculty contact.

Florida Statute 1012.945 “Required Number of Classroom Teaching Hours for University Faculty Members” states the following:

Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds (i.e., those funds appropriated annually in the General Appropriations Act) shall teach a minimum of 12 classroom contact hours per week at such university (a classroom contact hour means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university). However, any faculty member who is assigned by his or her departmental chair or other appropriate university administrator professional responsibilities and duties in furtherance of the mission of the university shall teach a minimum number of classroom contact hours in proportion to 12 classroom hours per week as such especially assigned aforementioned duties and responsibilities bear to 12 classroom contact hours per week. Any full-time faculty member who is paid partly from state funds and partly from other funds or appropriations shall teach a minimum number of classroom contact hours in such proportion to 12 classroom contact hours per week as his or her salary paid from state funds bears to his or her total salary. In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for non-classroom duties with classroom contact hours. “Full-time equivalent teaching faculty member” shall be interpreted to mean all faculty personnel budgeted in the instruction and research portion of the budget, exclusive of those full-time equivalent positions assigned to research, public service, administrative duties, and academic advising. Full-time administrators, librarians, and counselors shall be exempt from the provisions of this section; and colleges of medicine and law and others which are required for purposes of accreditation to meet national standards prescribed by the American Medical Association, the American Bar Association, or other professional associations shall be exempt from the provisions of this section to the extent that the requirements of this section differ from the requirements.

Each member of the ECE faculty has teaching, research, service, and professional responsibilities. In order to conform with Florida Statute 1012.945 and the institutional workload policies, to efficiently utilize the capability of individual faculty members, optimize the teaching/research effectiveness of faculty members, and incorporate an appropriate proportion of lecturers and adjuncts into the teaching programs, a workload policy has been discussed and approved by the ECE Faculty on March 9, 2023. Recognizing that all ECE faculty members are expected to be active in scholarly research and creative activities, the policy states that:

A) During each academic year (Fall and Spring semesters): Faculty members should devote 90% of their time to conduct teaching and research. Assuming a research-active faculty, the normal teaching load will be 45% of a faculty member’s time, which corresponds to 4 courses

per year. These courses will consist of an appropriate combination of graduate and undergraduate classes. At the discretion of the department chair/the school director teaching assignments may be reduced or increased. The following table details teaching assignments based on faculty member’s research activity:

Category	Course In-load	Teaching Assignment	Research Assignment	Service Assignment
Teaching Only Faculty	4/4	90%	0%	10%
Enhanced Teaching Faculty	3/3	67%	23%	10%
Research Active Faculty	2/2	45%	45%	10%
Significantly Research Active Faculty	2/1	34%	56%	10%
Intensively Research Active Faculty	1/1	23%	67%	10%

Categories are defined as follows:

- Teaching Only Faculty: Faculty conducting no research
- Enhanced Teaching Faculty: Faculty conducting some research (publishing at least 1 paper per year)
- Research Active Faculty: Faculty mentoring at least 1 Ph.D. student per year
- Significantly Research Active Faculty: Faculty with \$250K+ research expenditures in the previous year
- Intensively Research Active Faculty: Faculty with \$500K+ research expenditures in the previous year
- Notwithstanding the above table designations, course buy-out will be regulated by [“FIU’s University Differential Assignment Procedures”](#). When teaching below the teaching assignment, the faculty member is expected to have the typical 11.5% course buy-out as recommended by Academic Affairs, or research expenditures of \$250K+ the previous year.

The above are recommendations subject to available University and College resources.

Other factors for reduced teaching load are as follows:

- 1) Faculty members who are assigned to classes that are excessively large, or require unusual time demands.
- 2) Faculty who buy out courses from their grants during the Fall or Spring semesters
- 3) Faculty members who are carrying on special administrative duties (e.g., Assistant Chairs, Associate Chairs, Program Coordinators, Program Directors, ABET Coordinators, etc.)
- 4) Faculty members who step down from administrative roles and are coming back as a regular faculty

Every effort will be made to accommodate requests for teaching release. To plan teaching assignments effectively, research release requests should be initiated as early as possible prior to the beginning of a semester. **These requests should be submitted to the Dept. Chair for approval at least one month in advance of the beginning of classes. Requests can be deferred to a later semester, based on the availability of resources to cover the course.**

B) Part-time faculty and lecturers will be required to meet the four course-teaching requirements in direct proportion to their appointment. For example, a 25% part-time faculty or lecturer is expected to teach one course (3 classroom contact hours per week).

C) The remaining percent (10%) of the faculty member's workload should be distributed between university support functions such as serving on university, college, and/or department committees; undergraduate and graduate student advising and mentoring; career guidance; and professional activities designed to enhance the professions of engineering and computer science.