1. Introduction

A full-time faculty contract establishes APU as the primary place of employment for the faculty member and assures that University-related responsibilities will require the major portion of the faculty member’s professional effort. Full-time undergraduate faculty teaching on the traditional classroom schedule are expected to be available to teach during the day schedule, 7:30 am to 5 pm, Monday through Friday. Full-time graduate faculty are expected to be available for teaching based on the class schedule in their discipline. Faculty may be assigned to teach at the APU Regional Centers. (March 2006)

2. Workload Units (March 2006)

Through negotiation with the Department Chair and Dean, a workload is established and evaluated. (March 2006) A faculty member’s workload for the following academic year should normally be established by August 31 of the contract year. (March 2009) Workload units may vary based on the length of the faculty contract as follows: (March 2006)

- 9 month contract: 24 units (March 2006)
- 10 month contract: 27 units (March 2006)
- 11 month contract: 29 units (March 2006)
- 12 month contract: 32 units (March 2006)

Units are traditionally assigned to classroom activities, but may also be assigned to duties that do not fit into the traditional classroom situation. (March 2006)

Equivalencies are established for certain kinds of teaching and non-teaching assignments that do not fit into the normal classroom situation. (March 2009) This includes private lessons, coaching, laboratory assignments, student teaching, supervision, clinical supervision, directing musical groups, etc. It is generally expected that 1 unit of non-teaching load is equivalent to three hours of work per week. (March 2009)

3. Exceptions to Contracted Workload Units (March 2006)

a. It is possible for full-time faculty to secure a reduction in workload under special circumstances. (March 2006) A written request for reduction in load may be made in writing to the person’s Department Chair and Dean with a copy of the request being sent to the Provost. All such requests are subject to the approval of the Dean and Provost. These requests should be submitted at the earliest possible date to allow adequate time for schedule adjustments.

b. Faculty members may be assigned to teach beyond their contractual obligations for additional compensation. They may be assigned (with their consent and the permission of their
Department Chair) to duties comprising no more than six units per semester of overload assignment, and no more than 12 units per academic year. (March 2002, March 2004, and March 2006) Any exception to this practice is subject to the corporate approval of the Department Chair, Dean of the school/college, and the Provost.

4. Employment Outside the University

a. University Obligations

Employment outside the University must not interfere with the professor’s obligations or reduce the performance at Azusa Pacific University. If service to Azusa Pacific University or faculty performance is evaluated as less than satisfactory by the University Dean or Department Chair, the faculty member may be required to discontinue outside employment or commitments.

b. Education Assistance Program Participation

Education assistance program participation will limit outside employment in direct relation to the number of hours of classes in which one is engaged and the professor’s teaching load at the University. In addition, departmental limitations may be established with the permission of the Dean of the school/college and Provost.