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**SUBJECT: FACULTY PREPARATIONS**

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- I. **PURPOSE:** To describe the University expectation for course preparations by the faculty.
- II. **REFERENCES:**

SUU Policy and Procedures 6.0, Definition of Faculty

SUU Policies and Procedures, 6.27 Faculty Workload
- III. **POLICY:**
  - A. **Definition.** A faculty preparation is the number of distinct course or curriculum preparations assigned per academic year (Fall and Spring semesters). Multiple class sections or a fall course repeated spring semester constitutes one preparation. For example, three distinct course preparations for four classes fall semester, and one distinct course preparation for five classes spring semester constitutes four course preparations for the academic year. Multiple class sections or a fall course repeated spring semester constitutes one preparation.
  - B. The University expectation for standard, 3 credit-hour classes in each academic college is no more than five (5) preparations per faculty member per academic year. Exceptions to this policy may be made by department chairs with the approval of the college dean and the affected faculty member. Justifications for such exceptions may include, but are not limited to: faculty expertise/qualification, individual instruction, labs, studio or activity/field trip courses.