

In the interest of continuing to improve teaching and learning practices at Tougaloo College, faculty members will examine their styles to determine whether they relate as effectively as possible to the diverse types of learners who collectively form the student body.

2. Teaching

a) Teaching Loads

A full-time teaching load is normally 12 semester hours. When laboratory courses or private music lessons form all or part of a teaching assignment, a full-time load is normally 15 contact hours in the sciences and 16 contact hours in music.

In exceptional circumstances, a faculty member may be assigned an additional three contact hours without increased compensation. In such cases, the Provost/Vice President for Academic Affairs shall provide the faculty member with a written explanation of the circumstances which require the additional assignment. The faculty member will be granted a reduction in non-teaching responsibilities during the semester in which the teaching overload is assigned, and the teaching load will be limited to at most four different class preparations (excluding one- and two-semester hour courses). No faculty member will be assigned a teaching overload without compensation for two consecutive semesters.

b) Enrollment Minima

An efficient pre-registration system decides which classes are undersubscribed. During the fall semester, courses which enroll significant numbers of first year students have to be excluded from this. Immediately following pre-registration, the Division Deans will investigate all classes with enrollment of fewer than eight students.

c) Adjustments for Class Size

Within five days following the close of pre-registration, the Division Deans will recommend cancellation of small classes to the Provost/Vice President for Academic Affairs except when the class is:

- (1) required for graduating seniors or as a pre-requisite for courses required for graduation which have not been offered as indicated in the catalog.
- (2) an essential course in a sequence of courses in a major or required for a major as a pre-requisite to other courses in the major and has not been offered as indicated in the catalog.

(3) necessary to satisfy the terms of a proposal.

(4) taught by a faculty member who is already teaching 75 students in other classes.

Within 48 hours following the close of late registration, Division Deans will again investigate small classes and recommend appropriate cancellations.

In cases where a faculty member has a total course enrollment of less than 110, and is needed to teach a course with low enrollment which the department is obligated to offer, the Division Dean will assign the course as an independent study.

Other classes (those primarily taken by first year students) will be staffed based on prior enrollment and enrollment projections supplied by the Registrar's Office. Course sections should be dropped during the registration period if other sections can accommodate student scheduling needs.

d) Teaching Schedules and Classroom Assignments

Tentative class schedules are developed by the Department Chair in consultation with the department faculty and coordinated with the Division Councils. Division Deans submit all schedules and schedule changes to the Provost/Vice President for Academic Affairs. Classrooms are assigned by the same process.

Changes to the printed schedule, whether instructor, time, or meeting place of a class, must be approved by the Provost/Vice President for Academic Affairs.

e) Office Hours

Each full-time faculty member is expected to maintain at least six on-campus office hours per week for student conferences. Comprehensive Academic Resources Program faculty members are expected to maintain more than six on-campus office hours per week for student conferences. Office hours should be included in course syllabi and posted on the office door of each faculty member at the beginning of each term, and copies of office hour schedules should be submitted to the Department Chair, the Division Dean, and the Provost/Vice President for Academic Affairs.