



KOLEGJI ESLG

FACULTY WORKLOAD POLICY REGULATION

Article 1

The College ESLG adopts the teaching load of twelve weekly hours per semester maximum, with no more than six separate course preparations during the academic year.

Article 2

Twelve weekly hours per semester represents the maximum for any academic staff to satisfactorily perform the teaching function.

Article 4

The academic staff who is engaged in twelve weekly hours of teaching is not expected to engage in research.

Article 5

The academic staff who engages in meaningful research activity that leads to peer review publication should not teach more than nine weekly hours in any semester.

Article 6

The academic staff who is engaged in peer reviewed research, is engaged in curriculum review, and other administrative tasks should not be expected to teach more than six weekly hours per semester.

Article 7

Except for academic staff who is serving in a leading administration function, no academic staff should teach fewer than three weekly hours in any semester.



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Article 8

Each department and school within the College are responsible to determine the fair equivalents in teaching workload for those faculty members whose activities do not fit the conventional classroom pattern: for example, those who chair departments, supervise laboratories, offer tutorials, supervise student teachers, or teach writing intensive courses.

Article 9

For teaching at bachelor or master level, a teaching load of not more than nine hours per week shall be set.

Article 10

For teaching at PhD level, which includes mentoring and dissertation consultations, a teaching load of not more than six hours per week shall be assigned.

Article 11

A teaching workload of nine weekly hours at bachelor and master level and six hours at PhD level is designed to enable average academic staff to fulfill the necessary duties and responsibilities in advising, curriculum development, research, service and other activities.

Article 12

Each department should appoint a specific committee to lead this process.

Article 13

Full time academic staff should post office hours when they are regularly available to students.

Article 14

Special adjustments should be permitted for the academic staff introducing a new subject which strengthens the study program or department of the College.



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Article 15

The balance among teaching, research and administration for an individual academic staff changes over the faculty member's career.

Article 16

For the staff who is a junior staff and more engaged in teaching, the percentage of 60 – 75 % of teaching, 15-30 % research and 5-20 % of administration shall be assigned.

Article 17

For the senior staff who is more engaged in research, the percentage of 40-50 % of teaching, 35-45 % of research, and 5-20 % of administration shall be assigned.

Article 18

For research scientific staff under Habitation Rules, the baseline of workload is 40% for teaching, 45% for research and 15% for administration.

Article 19

For academic staff who is full time and subject to further promotion, the workload of not more than 40% for teaching, 50% for research and 10% for administration shall be assigned.

Article 20

For teaching faculty who is not subject to promotion to higher titles, the workload distribution of not more than 80% for teaching, 10% for research and 10% for administration shall apply.

Article 21

The Dean or Department Chair approves the reduced teaching load for certain administrative responsibilities.



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Article 22

An academic staff may teach a reduced number of courses to provide some short-term, extraordinary service, such as preparing an accreditation self-evaluation or other important activities for the overall study program or department.

Article 23

The Rector allocates teaching and other responsibilities in the light of the research record of academic staff and the workload is equitable, reasonable and safe.

Article 24

The Rector is also responsible to ensure that as part of the Annual Development Planning Process, a staff members' current and proposed workload is reviewed.

Article 25

Requests for reduced teaching load for family leaves, medical leaves, and maternity leaves will be accommodated according to College Workload policy.

Article 26

The present regulation enters into force upon its signature by the President of Management Board.

Doc. Dr. Visar Hoxha, 01.10.2015

President of Management Board