

CASPP019- Workload Policy Procedures

1. Purpose

The aim of these procedures is to establish a framework to regulate the process of distributing workload on an equitable and balanced manner among all teaching faculty members.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

ARC: Admission and Registration Center

Workload: number of working hours carried by teaching faculty members that comprises teaching, office hours, academic advising hours, lecture preparation hours and time allocated for assessing students' work.

Committee: the committee assigned distributing workload for teaching faculty members in all academic departments.

3. Procedures

1. The ARC in the second semester shall prepare a list of courses according to the study plan for the forthcoming academic year. It shall also prepare a statistical study about students' academic status, progression, and determine the number of groups required for each course.

2. The ARC shall send a statement of the courses expected to be offered according to the study plan and the number of groups expected to be established in all academic departments. The ARC shall request academic departments to provide their feedback or any other possible requests in regard to offering extra courses.

3. The academic departments shall specify the technical elective courses that are requested to be offered according to the study plan for each specialization.
4. The academic departments shall distribute the courses and the number of groups to all the department members after approval.
5. The workload form shall be sent to all the teaching faculty members and then each faculty member shall specify four courses according to the specific area of specialty he/she is able to teach.
6. The head of department shall form a committee headed by him/herself to check the workload forms and then distribute the courses.
7. The committee shall distribute the courses according to the following criteria:
 - Teaching faculty member preferences related to specific areas of specialty.
 - Teaching faculty expertise, academic qualification (MA or PhD) taking into account that third and fourth year courses shall be distributed to PhD holders.
 - The committee shall take into consideration the mechanism of allocating College needs of teaching faculty members which is specified to 15 teaching hours for each faculty member, 10 hours for the heads of departments, 8 hours for the head of English department, and 10 hours for English department's coordinators.
 - The committee shall review all the offered courses and groups to see the possibility of re-allocating them in case of any shortage of teaching faculty members. If the re-allocation is not possible, the committee shall equitably distribute the workload to teaching faculty members noting that the workload of each faculty member shall not exceed 20 teaching hours and three courses within a maximum of one academic semester throughout the academic year. The load of teaching faculty members who are allocated 20 hours shall be considered for reduction in the future if possible.



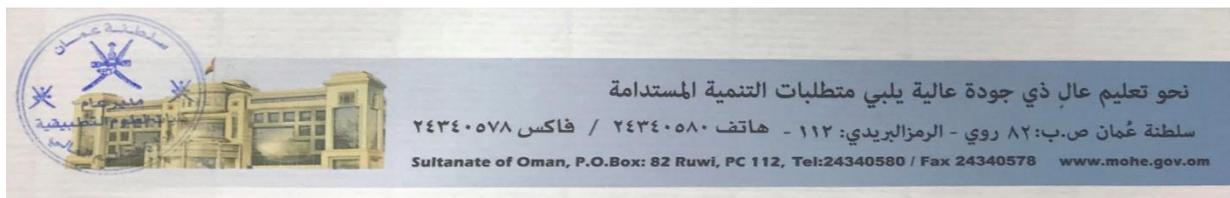
8. The head of department shall send a preliminary copy of the courses' allocation to all teaching faculty members to provide their feedback.
9. The committee shall review the feedback of teaching faculty members to see the possibility of their implementation.
10. The committee shall send the final overview of courses' allocation to the ARC to do the required.
11. The ARC shall prepare preliminary timetables and shall send them to the heads of academic departments to be checked against previously sent courses' allocation reports.
12. The head of department shall distribute the preliminary copies of timetables to academic faculty members to provide their feedback and to append academic advising hours and office hours to them.
13. A report shall be sent from the ARC to the College deanship as well as the academic departments on the workload of every teaching faculty member during the two semesters of the academic year.
14. The Dean shall review the average workload for every teaching faculty member throughout the year and shall then make necessary recommendations in this regard.

4. Supporting Materials

- Students' study plans.
- Academic Regulations of CAS Colleges.
- CAS Colleges Bylaws.
- Workload distribution calculations document.

5. Approval Agency

Board of Trustees





6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures' Sponsor

Director General of CAS

8. Contact person/office

ARCs and Academic Departments.