



Policy Title
Faculty Teaching Workload Policy

Policy Number
SULC-1-045

Responsible Unit: Office of Academic Affairs	Effective Date: April 17, 2026
Responsible Official: Vice Chancellor for Academic Affairs	Last Reviewed Date: April 17, 2026
Policy Classification: Academic Affairs	Last Revised Date: April 17, 2026
	Origination Date: Before 2019

I. Policy Statement and Rationale

The purpose of this policy is to define the terms and limitations associated with a teaching course overload at Southern University Law Center (SULC).

II. Policy Scope and Audience

This policy applies to full-time instructors of record, the Chancellor, and the Vice Chancellor for Academic Affairs at SULC.

III. Policy Compliance

This policy informs individuals of the standard teaching workload for a full-time instructor of record and outlines the procedures to be followed when a full-time instructor of record is assigned instructional responsibilities exceeding the standard teaching workload.

IV. Policy Definitions

- A. An instructor of record is the individual assigned to teach a course at SULC.
- B. An instructional teaching load is the number of courses or semester credit hours each full-time instructor of record is expected to teach in a semester or an academic year.
- C. A course overload is an instructional assignment that exceeds the expected teaching load for a

full-time instructor of record. Faculty may receive additional or alternative compensation (such as a subsequent course reduction) for overload assignments.

V. Policy Implementation Procedures

- A. The normal instructional teaching load at SULC is four to eight hours per semester. This teaching load will generally be composed of two courses per semester. The range in course hours that form the normal instructional load is due to variance in a course's credit hours.
- B. A course overload may be granted for a full-time faculty member who is assigned an additional course beyond the normal instructional teaching load.
- C. A full-time faculty member is allowed only one course overload (maximum of four credit hours) per semester unless, in cases of extenuating circumstances, an exception is granted by the Chancellor or his or her designee after determining that it would be appropriate to approve more than one course overload for a full-time faculty member during a semester.
- D. A full-time faculty member who teaches a course overload shall be compensated in the form of additional or alternative compensation for the overload assignment.

VI. Policy-Related Information

Not applicable.

VII. Policy History and Review Cycle


This policy was created and became effective prior to the implementation of the uniform policy format, which was implemented in 2019. On April 17, 2026, the policy was reviewed and updated by placing it in the uniform policy format. The policy is subject to a five-year policy review cycle and shall be reviewed by the Vice Chancellor for Academic Affairs. Any changes will be submitted to the faculty for consideration, in accordance with the Policy on Policies.

VIII. Policy URL

This policy is published on the Southern University Law Center website at <https://www.sulc.edu/page/sulc-policies>.

IX. Policy Approval

This policy was approved by the faculty on April 17, 2026



Alvin Washington
Chancellor

April 17, 2026
Effective Date of Policy