

# R485, Faculty Teaching/Instructional Workload Guidelines<sup>1</sup>

**R485-1 Purpose:** To provide guidelines for average teaching and instructional workloads for all full-time faculty at Utah System of Higher Education (“USHE”) degree-granting institutions that reflect differing institutional missions and roles and appropriate national standards of teaching excellence.<sup>2</sup>

## R485-2 References

- 2.1 Utah Code § 53H-1-102, Utah System of Higher Education
- 2.2 Utah Code § 53H-3-603, Changes in Curriculum
- 2.3 Board Policy R481, Academic Freedom, Professional Responsibility, Tenure, Termination, and Post-tenure Review

## R485-3 Definitions

- 3.1 **“Institution” or “USHE Institution”** means a Utah System of Higher Education degree-granting institution defined in Utah Code 53H-1-102(1)(a).

## R485-4 Expectations

4.1 USHE institution full-time faculty members paid with instructional Education and General funds are expected to teach classes and assume a reasonable workload of related instructional activities that constitute a full-time instructional load.

4.2 The nature of a full-time instructional load will vary according to the mission and role of the specific USHE institution, the nature of the instructional program, and variations in the student population that is being served. Faculty paid with instructional Education and General funds at all USHE institutions are expected to teach classes, conduct other instructional activities including but not limited to advising, grading and preparing for classes, and developing curriculum, engage in scholarly study and/or research, public service, academic governance, and other similar academic activities. These duties are essential elements of the work of the faculty and are taken into account in making promotion, tenure, and salary decisions.

---

<sup>1</sup> *Adopted August 28, 1998; amended October 2, 2025.*

<sup>2</sup> *Technical edits December 1, 2025.*

**4.3** USHE institution presidents should urge faculty to adopt innovative pedagogical and other work methods to improve efficiency while at the same time maintaining and advancing educational quality.

#### **R485-5 Policy**

**5.1 Average Teaching/Instructional Workload:** The institutional average teaching and instructional workload for full-time instructional faculty shall be as follows:

**5.1.1** At research universities, 24 instructional hour equivalents each academic year, or 12 credits each semester. This instructional workload may be reduced based on research productivity and institutional policies. Recognizing the diverse mix of teaching assignments, faculty instructional hour equivalents in credit-bearing teaching activities at research universities shall average approximately 13 hours per week.<sup>3</sup>

**5.1.2** At regional universities, 24 instructional hour equivalents each academic year, or 12 credits each semester. Recognizing the diverse mix of teaching assignments, faculty instructional hour equivalents in credit-bearing teaching activities at regional universities shall average approximately 13 hours per week.<sup>4</sup>

**5.1.3** At community colleges, 30 instructional hour equivalents each academic year, or 15 credits each semester. Recognizing the diverse mix of teaching assignments, faculty instructional hour equivalents in credit-bearing teaching activities at community colleges shall range from about 16 to 19 hours per week, depending on the mix of lower division transfer and applied technology programs at the institution.

**5.2 Institutional Faculty Teaching/Instructional Workload Policies:** It is the responsibility of each USHE institution president to prepare and implement, in consultation with the faculty if provided in the institution's shared governance policies or procedures, a faculty workload policy for the institution. The policy shall reflect the teaching standards in subsections 5.1.1 through 5.1.3 of this policy. It is expected that institutional policies will provide detailed guidelines for adjustments of workloads that reflect different kinds of instruction, and that provide equivalent teaching load credit to assure that workloads are equitably distributed.

**5.2.1** Institutional workload policies should take into account non-instructional activities that may be essential to the work of the faculty in particular disciplines, departments, and institutions.

---

<sup>3</sup> The instructional hour equivalent requirements in subsection 5.1.1 shall be effective Fall semester 2026.

<sup>4</sup> The instructional hour equivalent requirements in subsection 5.1.2 shall be effective Fall semester 2026.

**5.2.2** Institutional policies are to provide for equitable recognition for extra instructional hour equivalents that faculty spend with students in courses that involve studios, laboratories, clinics, independent study, thesis and dissertation, internships, and similar activities.

**5.3 Information from Institutions:** The Board may request reports on faculty workload from USHE institutions.