

 AMERICAN INTERNATIONAL UNIVERSITY الجامعة الأمريكية الدولية	Policy Main Title	Faculty Workload Policy	Effective Date	14/06/2026
	Policy Subject	Faculty and Professional Staff	Last Review date	
	Policy Number	FAC-006	Next Review date	14/06/2029
	Responsible Entity	Vic President for Academic Affairs	Approved By	President

Overview

Faculty workload at American International University is the quantitative and qualitative expression of a faculty member's professional obligations across the three domains of teaching, research, and service. A well-designed workload policy creates the conditions for teaching excellence, scholarly productivity, and institutional vitality. Equally, it provides faculty with a transparent and predictable framework within which to plan their professional contributions, and it gives the University a documented, auditable basis for demonstrating to Accrediting agency that its faculty are appropriately engaged in all the domains for review.

This policy establishes AIU's framework for allocating, calculating, reducing, and monitoring faculty workload. It is designed to be read alongside, and is complementary to, the Faculty Responsibilities Policy (FAC-005). Where this policy and FAC-005 address the same matter, they should be read together.

Scope

This policy applies to all full-time regular, visiting, and joint faculty and academic non-faculty appointment holders at AIU, including persons holding the ranks of Professor, Associate Professor, Assistant Professor, Senior Lecturer, Lecturer, Senior Instructor, Instructor, Lab Instructor, and Foundation Program Instructor. It applies to all Schools and academic units. Visiting professors, part-time faculty, and adjunct faculty are subject to the workload provisions of their individual appointment letters, which must be consistent with the principles in this policy.

Purpose

The purposes of this policy are to:

- Establish a fair, transparent, and consistently applied workload framework that reflects AIU's institutional mission and the three-domain model of teaching, research, and service
- Define standard teaching loads by rank, and the conditions under which loads may be adjusted through profile selection, research productivity recognition, administrative release, or load buy-out
- Introduce a faculty workload profile system that allows faculty to align their workload with their scholarly trajectory and institutional needs, subject to teaching coverage requirements
- Define the credit hour equivalencies applicable to indirect teaching activities including thesis supervision, course coordination, advising, and internship supervision
- Establish the parameters for overload assignment and compensation in a manner consistent with both FAC-005 and the Employee Handbook
- Provide a mechanism for workload monitoring, reporting, and annual review
- Identify and resolve inconsistencies between this policy and FAC-005 in a single authoritative document
- Support AIU's obligations scholarship valued and supported, evaluation links teaching, scholarship, and service, and faculty employment policies

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Abbreviations and Definitions

Standard Teaching Load: The credit hour or contact hour teaching obligation assigned to a faculty member per semester based on rank, as set out in Article 1 of this policy.

Direct Teaching Load: Credit hours earned through scheduled, faculty-led classroom instruction, including lectures, seminars, studio courses, and other formally timetabled instructional activities.

Indirect Teaching Load: Recognized credit hour equivalencies for supervised, non-classroom academic activities including thesis supervision, independent study, internship supervision, course coordination, and advising, as detailed in Article 3.

Total Teaching Load: The sum of a faculty member's direct and indirect teaching load credit hours in a given semester.

Load Reduction: A formal reduction in a faculty member's standard teaching load, approved by the Dean and VPAA, attributable to research productivity (profile-based), administrative duties, or new faculty status.

Overload: The formal substitution of a portion of a faculty member's teaching load with grant or sponsored research activity, compensated at an equivalent salary rate calculated against the maximum teaching load.

Buy-out: A formally approved substitution for credit hours, recognized by the VPAA, allowing certain activities, supervision of capstone projects, directed research, or institutional assignments, to be counted toward teaching load obligations.

Credit Hour: One credit hour represents one hour of scheduled instruction per week for fifteen weeks (one semester), plus at least two hours of expected student preparation.

Contact Hour: One hour of scheduled instruction or supervised activity, used for calculating loads for laboratory sessions, Foundation Program instruction, and other non-credit-unit instructional formats.

New Faculty Load Relief: A one-semester reduction of three credit hours granted to faculty in their first semester at AIU to support successful onboarding.

50/30/10/10 Framework: The institutional allocation of a faculty member's professional time: 50% teaching and learning; 30% research and innovation; 10% university and community service; 10% faculty professional development. This framework governs workload planning and is the reference point for workload profile selection and Annual Activity Report documentation.

Policy

Article 1: Standard Teaching Loads

The standard teaching load for all full-time faculty at AIU is as set out in the table below. These figures replicate exactly the standard loads in the Faculty Responsibilities Policy (FAC-005, Article 4). They represent the baseline from which all reductions, profiles, and adjustments in this policy are calculated.

Rank / Classification	Standard Semester Load	Annual Load (excl. summer)
Professor, Associate Professor, Assistant Professor	12 credit hours	24 credit hours

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Senior Instructor, Instructor, Lab Instructor	15 credit hours	30 credit hours
Foundation Program Instructors	20 contact hours/week	Per academic calendar
Lab Technicians	12 credit hours	24 credit hours

Teaching load is applied annually. Where a faculty member carries a higher load in one semester, the VPAA and Dean may approve a correspondingly reduced load in the other semester, provided the annual total is met. All variations require written approval and documentation in the faculty member's workload record.

Article 2: The 50/30/10/10 Workload Framework

AIU expects all full-time ranked faculty to contribute meaningfully across teaching, research, and service. The institutional allocation of professional time is:

- 50% Teaching and Learning (direct and indirect instruction, course preparation, student assessment, advising, and associated administrative activities)
- 30% Research and Scholarly Activity (original research, publication, grant development, graduate supervision, and professional development)
- 10% University and Community Service (committee work, institutional governance, professional association engagement, and community outreach)
- 10% Professional Development

This 50/30/10/10 framework is the reference basis for workload planning for regular faculty. Academic non-faculty on teaching-intensive profiles operate under a 70/10/10/10 framework by default, reflecting their primary teaching mission, unless a research profile has been formally adopted.

The 50/30/10/10 framework does not alter the standard credit hour teaching load. It is a planning and evaluation tool, not an additional obligation. Faculty are not required to track hours against these percentages but must document their contributions across all three domains in the Annual Faculty Activity Report (AFAR) in accordance with FAC-005, Procedure 5.

Article 3: Indirect Teaching Load - Credit Hour Equivalencies

The following activities are recognized as part of a faculty member's total teaching load and carry the credit hour equivalencies set out in the table below. Indirect teaching load does not count toward the overload threshold unless the total teaching load (direct plus indirect) exceeds the standard load for the faculty member's rank and profile.

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Activity	Credit Hour Equivalent	Conditions and Cap
Master's Thesis Supervision	0.5 CH per thesis per semester per student	Maximum 3 semesters per student; max 3 CH per faculty per semester from supervision
Senior Capstone / Independent Study (each)	1 CH per group of 3-5 students	Maximum 3 CH per semester; sections of fewer than 5 students
Internship / Practical Training Supervision	1.0 CH per group up to 30 students	Requires documented site visits; per School schedule
Course Section Coordination (multi-section)	0.5 CH per coordinated course	Minimum two sections; approved by Dean
Program Coordination (degree-awarding)	1.0 CH per program	In addition to any admin release; Dean approval required
Academic Advising (at-risk students)	0.5 CH per 20 students	Champions advising program only; Dean-approved
New Course Development	1.0 CH per new course	First semester of delivery only; applies to courses not previously offered at AIU
Laboratory Supervision (with lab officer)	0.5 CH per lab session	Faculty present with lab officer; per contact hour
Laboratory Supervision (without lab officer)	Per contact hour × 2/3	Faculty fully responsible without support
Independent / Office-Based Instruction	0.5 CH per section	Regardless of enrolment

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All indirect teaching load claims must be submitted to the Department Chair at the beginning of the semester and approved by the Dean before inclusion in the workload record. Retroactive claims are not accepted.

Article 4: Workload Reduction

AIU may reduce the load for faculty to recognize and incentivize faculty scholarly achievement while ensuring all teaching needs are met. Subject to the teaching requirements of the School being fully met, the department chair in consultation with the Dean may recommend load reduction for selected faculty based on the following:

- Teaching coverage of all scheduled courses takes absolute priority. No reduction may be applied if doing so leaves a course without a qualified instructor.
- A faculty member must have contribution that exceeds the research threshold in their program/department during the previous academic year.
- Co-authored publications count only where the AIU faculty member is the main author or principal investigator.
- No faculty shall enjoy a reduction of more than 3 credit hours per semester.
- Faculty members with administrative role with 3 credit hours or more of administrative release are not entitled to additional load reduction.

Article 5: Administrative Load Release

Faculty members holding administrative appointments receive a teaching load release as recognition of the time commitment required by their administrative role. Administrative release and research profile reduction may be combined, subject to the minimum teaching load floor specified in each case. Administrative load release does not count as teaching overload credit and is not separately compensated.

Administrative Role	Load Release (CH/semester)	Minimum Teaching Load (CH/semester)
School Dean	6	6
Department Chair	3	9
Assistant / Associate Dean	3	9
Research Centre Director	3	9

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Institutional Director (Accreditation, IE, etc.)	3	9
Program Coordinator	1	11
Course Coordinator (multi-section)	0.5	Per standard load minus release
Accreditation Self-Study Lead	3 (one-time, self-study semester)	Per standard load minus release
University Committee Chair (standing)	1	Per standard load minus release

Administrative load release is approved by the VPAA upon recommendation of the relevant Dean or by the President for Dean-level appointments. All releases must be documented in the faculty member's workload record at the beginning of each semester. Mid-year changes to administrative appointments trigger a proportional adjustment to the release allocation for the remaining semester.

Article 6: New Faculty Load Relief

A faculty member in their first semester at AIU may normally be awarded a load relief of three credit hours below the standard load for their rank. This relief is intended to support successful onboarding, course preparation, and establishment of a research agenda. The following conditions apply:

- New faculty load relief applies to the first semester of appointment only and is not renewable.
- Faculty receiving first-semester load relief are not normally assigned committee service or student advising duties during the relief semester.
- New faculty on Profile A must submit a seed grant proposal or equivalent research plan to the Department Chair by the end of the relief semester as a condition of the relief.
- Load relief for new faculty is approved by the Dean and recorded in the workload plan. It is not compensated as overload in the remaining semester.

Article 7: Overload: Assignment, Cap, and Compensation

Overload arises when a faculty member's total teaching assignment in a semester exceeds the standard load for their rank and profile, net of approved reductions. The following rules govern overload at AIU:

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7.1 Assignment

- Overload assignments are made by the Dean in consultation with the Department Chair, based on enrolment demand, section coverage requirements, or other documented institutional needs.
- Faculty consent is normally required for overload assignment. No faculty member may be compelled to accept overload except in exceptional circumstances approved in writing by the VPAA.
- Faculty members should not ordinarily be assigned more than two new course preparations in any given semester regardless of overload status.

7.2 Cap

- The maximum overload assignable to any faculty member in a regular semester is six credit hours above the standard load for their rank and profile.
- Any overload assignment above six credit hours in a semester requires exceptional written approval from the VPAA. Such assignments are treated as exceptional cases and are compensated monthly, with three credit hours withheld from immediate payment, to be settled at semester end, consistent with the mechanism in the Employee Handbook (§6.22).
- Administrative load release is excluded from the overload calculation. The overload threshold is measured against the standard load after approved reductions.
- The maximum annual overload compensation payable to any faculty member must not exceed the equivalent of two months' adjusted salary, calculated based on total annual compensation (including all benefits) divided by the maximum standard teaching load for the faculty member's rank.

7.3 Compensation

- Overload compensation is calculated at the per-credit-hour rate established in the faculty member's employment contract and approved by the Board.
- Overload credits accumulated in the Fall and Spring semesters are totaled and payment is issued at the end of each semester. Any overload of six or more credit hours in a single month is compensated monthly with the three-credit withheld-to-semester-end mechanic (§6.22 of the Employee Handbook).
- Foundation Program Instructor overload is compensated monthly in all cases.
- Summer session overload is handled on a case-by-case basis with VPAA approval. Summer session teaching is capped at six credit hours regardless of overload compensation status.
- No separate compensation is paid for administrative load releases, which are recognized through load reduction rather than payment.

Article 8: Load Buy-out Through External Research Funding

A faculty member who is heavily engaged in externally funded research or professionally recognized consultancy may request to buy out a portion of their teaching load, substituting grant activity for classroom instruction. Buy-out enables faculty with significant external funding to redirect institutional time toward research without formal leave. The following conditions apply:

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- a. Buy-out eligibility requires that the faculty member is earning more than 25% of their annual total compensation (salary and all benefits) from external research grants and/or approved consultancy projects.
- b. The minimum buy-out is two credit hours per semester; the maximum is six credit hours per semester. Reductions for administrative duties and research profile may be combined with buy-out, provided the total teaching load does not fall below six credit hours per semester.
- c. The rate for buying out one credit hour is calculated as total annual compensation divided by the maximum standard teaching load for the faculty member's rank (as set in Article 1). This amount must be paid from the external funding source and deposited to AIU in accordance with the University's financial procedures.
- d. Buy-out requests, subject to maintaining the operational requirements of the School, are submitted to the Department Chair with supporting documentation confirming the external funding source and amount. The Dean recommends and the VPAA approves all buy-out arrangements.
- e. Buy-out arrangements are confirmed at the beginning of each semester and cannot be applied retroactively.
- f. Buy-out credit hours are not counted as overload and are not separately compensated by AIU.

Procedures

The following procedures govern the administration of the workload framework established in this policy and should be read together with Procedure 1 (Annual Workload Assignment) of FAC-005.

Annual Profile Selection and Workload Planning

1. Each year, before 1 September, Department Chairs distribute the workload profile selection form to all faculty in their department. Faculty indicate their preferred profile for the coming academic year, supported by their most recent four-year publication and research output record.
2. The Department Chair reviews all profile requests, confirms research output eligibility, and verifies that all departmental teaching needs can be met if the requested profiles are approved. Where teaching coverage cannot be maintained, the Chair may require a faculty member to select a higher teaching load profile.
3. The Dean reviews and approves the consolidated departmental workload plan. Any faculty profile selection that the Dean does not approve is returned to the Department Chair with a written explanation, and the faculty member reverts to Profile A.
4. The VPAA reviews and approves the School-wide workload plan. The approved plans are returned to Deans before the start of the first semester and constitute the official workload record for the academic year.

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- Any mid-year change to an approved profile requires written application from the faculty member, departmental endorsement, Dean recommendation, and VPAA approval. Mid-year profile changes are applied prospectively from the following semester only.

Indirect Teaching Load Claim and Approval

- At the beginning of each semester, faculty members submit an Indirect Teaching Load Claim Form to the Department Chair listing all activities for which credit hour equivalencies are claimed in that semester, together with supporting documentation (student enrolment confirmations, thesis co-supervision agreements, coordination schedules, etc.).
- The Department Chair verifies the claims against approved enrolments and programme records and submits a consolidated department list to the Dean for approval within two weeks of the semester start.
- Approved indirect load claims are entered into the faculty member's workload record and are used to calculate the total teaching load for the semester. Unapproved claims are not included.
- Indirect load claims above the per-semester cap (three credit hours for supervision; per-activity caps in Article 3) require VPAA approval and are flagged in the workload record.

Overload Authorization

- Before assigning an overload, the Dean confirms that: (a) all standard-load options have been exhausted; (b) the overload does not exceed the six credit hour cap without VPAA approval; (c) the faculty member has consented in writing; and (d) the total annual overload compensation for the faculty member will not exceed the two-month salary cap.
- Overload assignments are documented in a formal overload letter issued by HR on behalf of the VPAA, specifying the course(s), credit hours, semester, and compensation rate.
- HR maintains an overload register tracking all faculty overload assignments each semester. The register is reviewed by the VPAA at mid-semester and at semester end to ensure cap compliance.
- Overload compensation is processed at the end of each semester in accordance with the payment mechanism in FAC-006 Article 7.3 and Employee Handbook §6.22.

Buy-out Request and Approval

- A faculty member seeking to buy out teaching load submits a Buy-out Request to the Department Chair, attaching documentation confirming: the external funding source; the total annual external compensation from research/consultancy; the credit hours proposed for buy-out; and the proposed payment arrangement.
- The Department Chair confirms teaching coverage before forwarding the request to the Dean. The Dean recommends and the VPAA issues final approval.
- Upon approval, HR issues a formal buy-out arrangement letter specifying the credit hours bought out, the per-credit-hour rate, and the payment schedule. Finance confirms receipt

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of the buy-out amount from the external funding source before the load reduction takes effect.

4. Buy-out arrangements are reviewed at the end of each semester. If external funding falls below the 25% threshold, the buy-out is cancelled for the following semester and the faculty member reverts to their standard load.

Workload Monitoring and Annual Reporting

1. The Department Chair monitors faculty workloads continuously throughout each semester, comparing actual teaching delivery against the approved workload plan and flagging discrepancies to the Dean promptly.
2. At the end of each semester, the Dean submits a Semester Workload Report to the VPAA summarizing: actual loads delivered by each faculty member; overload assignments and compensation totaled; profile eligibility outcomes; and any workload coverage issues encountered.
3. The VPAA Office consolidates School workload reports into a University Workload Report submitted to the President by 30 September each year. The report includes workload equity analysis, profile distribution, overload trends, and buy-out utilization.
4. The University Workload Report is reviewed by the Faculty Council and presented to the Board of Trustees in the Annual Institutional Effectiveness Report as evidence of equitable workload management and scholarly activity support under accreditation requirements.
5. The VPAA may approve temporary workload adjustments where required to address exceptional institutional circumstances.
6. The VPAA initiates a University-wide workload policy review at least once every three years, or following any material change in enrolment, program portfolio, or accreditation requirements. Review findings are presented to the Faculty Council before any policy amendment is submitted for Presidential approval.

President Signature

Signature: _____ Date: _____