

**Industrial and Systems Engineering
Teaching Load Assignment Policy
Effective: Fall 2018**

1. The normal teaching assignment is two courses per semester, or four courses per year.
2. The teaching load may be reduced to three courses per year through the following mechanisms:
 - a. Advising at least three ISE Ph.D. students with funding provided (stipend, fringe and tuition) for at least one 0.50 FTE students for one year. Note that the funding may be spread over multiple students (i.e., supporting two students on a 0.25 FTE RA appointment will count as one fully funded student), or
 - b. Charging 15% of the faculty member's salary and fringe directly to sponsored projects during the academic term where the reduction is applied.
3. The teaching load may be reduced to two courses per year through the following mechanisms:
 - a. Advising at least four ISE Ph.D. students with funding provided (stipend, fringe and tuition) for at least two 0.50 FTE students for one year, or
 - b. Advising at least three ISE Ph.D. students with funding provided (stipend, fringe and tuition) for at least two 0.50 FTE students for one year and charging 30% of the faculty member's salary and fringe directly to sponsored projects during the academic term where the reduction is applied, or
 - c. Charging 25% of the faculty member's salary and fringe directly to sponsored projects during the academic term where the reduction is applied.
4. The minimum teaching load in a given year is two courses.
5. The teaching load may be increased beyond two courses per semester if no ISE Ph.D. students are being advised (regardless of funding).
6. Exceptions to the above rule include:
 - a. Start-up packages, which strictly define teaching loads.
 - b. Sabbatical or professional development leave-of-absences.