

## Course Load Limitations for Fall and Spring Semesters:

COURSE LOAD LIMITATIONS	
Rank/Title	Limitation
Regular Faculty/Lecturer	May teach one off-load course with Chair and Dean approval
Adjunct not otherwise employed; or employed less than full-time	May teach a maximum of 3 courses per semester. Exceptions (one additional course) must be approved by the Chair and Dean.
Adjunct who is employed full-time	May teach one course per semester. Exceptions (one additional course) must be approved by the Chair and Dean.
Adjunct who is employed full-time and teaches part-time at another institution	Ineligible to teach at Towson University. Requests for exceptions are strongly discouraged.

All Staff who teach courses, or accept other Secondary Assignments, must use leave if the assignment coincides or overlaps with the employee's regular work hours as stated in the University Policy on Secondary Employment for Regular Non-Faculty Employees.

## Regular Faculty Course Load Limitations for Minimester:

- Faculty may teach no more than one three (3) credit class, or an equivalent combination of classes totaling no more than three (3) credits, during January minimester.
- Additional classes and/or credits may be possible in exceptional cases but must be approved by the department chair, college dean, and provost.

## Regular Faculty Course Load Limitations for Summer:

- Based on a standard maximum teaching load of four course units during an academic semester (15 weeks), the standard maximum teaching load during the summer (10 weeks) is three course units. Upon recommendation of the Chair and approval of the Dean, a fourth course unit may be approved for the summer.
- This teaching load would normally consist of no more than:
  - Two course units in one 5-week or one 7-week summer session
  - Three course units occurring simultaneously unless two or more were in the 10 week session