



US Department
of Transportation

Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 710-181

Amendment 6

EFFECTIVE DATE

July 13, 1998

SUBJECT

Faculty Policies

This amendment modifies the faculty teaching load requirements as a result of the change from an academic quarter system to an academic trimester system. Accordingly, the basic order, on page 15, is revised to modify paragraphs 9.03 1 and 9.03 2 to read as follows:

9.03 Faculty Teaching Loads.

- 1 Faculty teaching loads shall be expressed in total weekly load hours. One load hour is defined as one scheduled 60-minute lecture period per week. Teaching assignments, and teaching loads, shall be made by department heads after consultation with the faculty member involved and approval by the Assistant Superintendent for Academic Affairs.
- 2 Faculty teaching loads should not exceed eleven load hours per term and should not exceed a total of 32 load hours per academic year. Faculty teaching loads should not involve more than three separate course preparations in any academic term. For this purpose, 1 ½ laboratory hours shall be counted as the equivalent of one load hour. However, if a faculty member teaches laboratory courses only, and does not prepare and grade written examinations or grade laboratory reports as part of his or her assigned duties, up to 19 laboratory hours may be assigned. To the extent practicable, efforts will be made to avoid assignment of a 19-hour load.

John E. Graykowski
Acting Maritime Administrator