Excerpted from NMSU Policy Manual.

“Departments and equivalent units will specify how they determine teaching loads. Departmental or equivalent unit workload policy will be:

1. “developed by the department faculty in collaboration with the department head and approved by the dean or equivalent administrator,
2. “contained in written departmental guidelines, and
3. “distributed to all faculty in the department.

“Department guidelines shall clearly specify the method by which teaching load is distributed. The dean or equivalent may ask for revisions to the departmental workload policy.”

The current university workload policy states that faculty “will normally be responsible for the equivalent of teaching 12 credits per semester.”

In addition to this “normal” load, the faculty member may be expected to participate in some scholarly or creative activity, professional and/or public service, or internal service to the university. However, in the Management Department, as well as all other departments in the College of Business, it is common for faculty to receive a reduced teaching load to accommodate a comparable increase in research or other responsibilities.

This reallocation from the university “standard” load results from a variety of factors such as the intellectual contribution requirements of our accrediting body (AACSB–International) and external market conditions (workloads at peer institutions and national disciplinary norms).

The Management Department houses a doctoral program in Business Administration with emphasize in Management. Based primarily on the doctoral program and intellectual contribution requirements for a doctoral granting department under AACSB–International, the Management faculty have put forth an allocation of effort policy as follows:

<table>
<thead>
<tr>
<th>Teaching Load per Semester*</th>
<th>Doctoral Faculty?</th>
<th>Teaching Range</th>
<th>Research Range</th>
<th>Service Range</th>
<th>Extension Range**</th>
<th>Leadership Range**</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 hrs</td>
<td>Y</td>
<td>35-45%</td>
<td>40-55%</td>
<td>10-20%</td>
<td>0%</td>
<td>0%</td>
<td>Must total 100%</td>
</tr>
<tr>
<td>9 hrs</td>
<td>N</td>
<td>45-55%</td>
<td>30-45%</td>
<td>10-20%</td>
<td>0%</td>
<td>0%</td>
<td>Must total 100%</td>
</tr>
</tbody>
</table>

* Out of Load for pay not considered.
** Normally, these categories will be zero unless the faculty member provides documentation to support a significant Extension or Leadership role. Maximum allocation in either of these categories will be 15%. In cases where a faculty member engages in Extension or Leadership activity on an occasional basis, this effort will be evaluated under Service.