

**Teaching Load Credit**  
**For**  
**Graduate Thesis and Project Directors**  
(July 2, 2012)

Teaching responsibilities associated with directing graduate theses and graduate projects can require a substantial amount of time and expertise from faculty members. In response, the College of Liberal Arts awards teaching load credit for full members of the graduate faculty who direct a master's thesis or a master's project.

**Qualifications**

- A full-time BUFM who teaches a full teaching load, as identified in the department workload plan and who meets the School of Graduate Studies' qualifications; or
- A full-time BUFM who teaches less than a full teaching load, as identified in the department workload plan, due to administrative assignments and who meets the School of Graduate Studies' qualifications; and,
- The student's successful completion of the thesis or project.

**Teaching Load Credit**

- A faculty member may earn a one-course reduction when he or she has directed a total of 21 graduate semester credit hours related to graduate theses or graduate projects.
- The hours may be accumulated over several years, e.g., a faculty member may direct six hours in year one, twelve hours in year two, and three hours in year three.
- Quarter credit hours will be converted to semester credit hours by multiplying the number of quarter credits by .66
- Faculty members applying for a course reduction must fill out the application form
- The course reduction
  - must be taken upon the mutual agreement of the faculty member and the faculty members' home department chair;
  - may be granted during the academic year, not including summer terms; and,
  - is limited to one course per term.