

**Full-time Teaching Load Definitions for PAB-Accredited Programs, as reported in the 2015 Annual Report**

**Graduate Programs**

	<b>Institution Name</b>	<b>Program Name</b>	<b>Program Definition of a Full-time Teaching Load</b>
1	Alabama A & M University	Masters of Urban and Regional Planning	A full-time teaching load is 9 credit hours at the graduate level, which includes student advising.
			Full teaching load for tenure-track faculty is 12 credit hours/year. One graduate class is 3 credit hours or 3/12 = .25
2	Arizona State University	Master of Urban and Environmental Planning	Full teaching load for non-tenure-track faculty is 24 credit hours/year. One graduate class is 3 credit hours or 3/24 = .13
3	Ball State University	Master of Urban and Regional Planning	12 hours per semester is a full-time teaching load.
4	California Polytechnic State University, San Luis Obispo	Master of City and Regional Planning	Full-time teaching load in the California State University System is 36 Weighted Teaching Units (WTU's). Cal Poly is on a Quarter System.
5	California State Polytechnic University, Pomona	Master of Urban and Regional Planning	12 WTU per quarter. 36 WTU per year. Graduate students may take 400 level undergraduate electives, so more FTE teaching is available to them than shown in the above calculation. Including that FTE teaching would decrease the ratio.
6	Clemson University	Master of City and Regional Planning	A full-time teaching load is 12 credits for the academic year, which translates into 4 lecture courses. Note: Faculty also advise students on their Terminal Projects and Theses, but these are not scheduled lecture courses. We have not added in teaching credits to cover those TP/Thesis advising activities, or for any "Directed Studies" courses.
7	Cleveland State University	Master of Urban Planning and Development	For tenured or tenure-track faculty, a full-time teaching load consists of two courses per semester in Fall and Spring semesters (for a total of four courses per year). For full-time college lecturers, a full-time teaching load consists of four courses per semester.
8	Columbia University	Master of Science in Urban Planning	Full-time faculty teach two courses per semester (1.0); typical courses are 3 credits each; however, some instructors will teach studios, which are weighted more heavily than a regular 3 credit course but does not count for an additional course. All full-time faculty contribute to thesis advising, which counts as 1 course of teaching responsibility. Adjuncts may teach up to two courses per semester, but not more than 3 in one academic year. If an adjunct instructor is teaching three courses they would be counted as (.75), 2 courses (.50) and 1 course (.25).
9	Cornell University	Master of Regional Planning	A full-time teaching load is three to four courses per academic year. Full-time faculty members are expected to spend 60 percent of their time on teaching, 30 percent on research, and 10 percent on advising and committees.
10	Eastern Washington University	Master of Urban and Regional Planning	Full-time faculty teaching load is 26 credits per Academic Year. EWU is on a quarter system, and this is our general guide for full-time Planning faculty teaching at both the undergraduate and graduate levels.
11	Florida Atlantic University	Master of Urban and Regional Planning	Five three-credit courses per year.
12	Florida State University	Master of Science in Planning	12 semester credit hours per academic year
13	Georgia Institute of Technology	Master of City and Regional Planning	12 semester credit hours per academic year is the nominal full-time teaching load.
14	Harvard University	Master in Urban Planning	It is 6 points--1 point for a 4 credit seminar, 2 points for a 4 credit lecture, 2 points for an 8 credit studio. If there are two instructors for a course, the point value is split between them.
15	Hunter College, City University of New York	Master of Urban Planning	Full-time teaching is based on a 3/3 schedule requirement
16	Iowa State University	Master of Community and Regional Planning	12-14 credit hours per academic year (4 3-cr.hr courses, up to 2-4cr.hr courses and 2 3cr.hr)
17	Jackson State University	Master of Arts in Urban and Regional Planning	One full-time equivalency (FTE) for a Jackson State University faculty member is (9) credit hours graduate teaching per semester.
18	Kansas State University	Master of Regional and Community Planning	two 3 credit hour classes per semester (total of two semesters)
19	Massachusetts Institute of Technology	Master in City Planning	Generally 3 courses/year for professors, 4 courses/year for lecturers.
20	Michigan State University	Master in Urban and Regional Planning	The program defines full time teaching load differently for tenured/tenure-track faculty and for non-tenure track faculty members. 9 credits of teaching load is considered as a full time teaching load for tenured and tenure-track faculty members, and 15 credits of teaching load is considered as a full time teaching load for non-tenure-track faculty members
21	Morgan State University	Master of City and Regional Planning	9 credit hours per semester
22	New York University	Master of Urban Planning	The standard full-time teaching load for full-time faculty is four, three-credit courses per academic year, so a full-time faculty member teaching one three-credit course during the year is assigned an FTE of 0.25. It is assumed that adjunct faculty do not have administrative and other institutional duties; therefore, they could teach a maximum of five, three-credit courses in an academic year. Thus, an adjunct faculty member teaching one three-credit course during the year is assigned an FTE of 0.20.
23	Portland State University	Master of Urban and Regional Planning	18 credits per term (quarter system)
24	Pratt Institute	Master of Science in City and Regional Planning	The School of Architecture's definition of a full-time teaching load is 9-credits per fall and spring semester. By Union contract, a full-time teaching load is officially 12-credits, equivalent to roughly four 3-credit courses per semester. It is, however, the practice within the School of Architecture to provide 3-credits of release time to promote full-time faculty participation in departmental administration. For adjunct professors, there is no minimum, only a maximum of 6-credits of teaching per spring and fall semester.
25	Rutgers, The State University of New Jersey	Master of City and Regional Planning	A full time teaching load would be 4 courses over two semesters in an academic year. Typically, two of those courses would be in one semester and two in the other (Fall-Spring). Anything less than that would be a reduced teaching load.
26	San Jose State University	Master of Urban Planning	A full-time teaching load in the department is 12 semester units per semester. Dr. Ginette Wessel is serving a one-year adjunct position while we are recruiting for a permanent tenure-track position. She is teaching a 13% overload while advising our student planning organization.
27	Temple University	Master of Science in Community and Regional Planning	For tenure-line faculty the full-time load is four three credit courses per year or .25 FTE per course. Full-time course load for non-tenure track and adjuncts is calculated as five courses per year or .2 FTE per course.
28	Texas A&M University	Master of Urban Planning	A full-time teaching load is four courses per year.

	Institution Name	Program Name	Program Definition of a Full-time Teaching Load
29	Texas Southern University	Master of Urban Planning and Environmental Policy	TSU UPEP Master Program FTE Formula (using 12 credit hours as full-time teaching load if a faculty does not teach summer session, or 15 credit hours as full-time teaching load if a faculty also teaches summer session) - A full-time faculty member teaching 6 credit hours in the program and does not teach summer session: 6/12 = .5 Teaching FTE - A full-time faculty member teaching 6 credit hours in the regular semester and teach 3 credit hours in summer session: 9/15 = .6 Teaching FTE - An adjunct faculty member teaching 3 credit hours in the program: 3/12 = .25 Teaching FTE - A program director teaching 9 credit hours in the program and receiving 3 credit hours release for directing the program: 9/12 = .75 Teaching FTE
30	The Ohio State University	Master of City and Regional Planning	Full-time tenure track A faculty teach a 4-course load as do B Part-time faculty. Full-time clinical track (also A in this case: Ezell, Oast, and Burton) have a full time teaching load of 5 classes. Adjunct faculty have an 8-course full-time load. If a course is taught split between our graduate and undergraduate courses, that is half of the load.
31	The University of North Carolina at Chapel Hill	Master of City and Regional Planning	Two courses per semester or four courses per academic year.
32	The University of Texas at Arlington	Master of City and Regional Planning	A full-time teaching load is based on teaching 12 hours in the reporting year. 12 hours typically corresponds to two 3-hour courses per long semester, Spring and Fall.
33	The University of Texas at Austin	Master of Science in Community and Regional Planning	A full time teaching load in in the University of Texas Community and Regional Planning program is 12 hours per academic year...or six hours per each long semester
34	Tufts University	Master of Arts in Urban and Environmental Policy and Planning	Full-time teaching load in the program is four courses for tenured/tenure track faculty and six courses for others per year.
35	Universite de Montreal	Maitrise en Urbanisme - Masters	A full-time teaching load at the Institute is to teach 4 courses per year (summer, autumn and winter). Some faculties have a lighter teaching load if they have administrative responsibilities. The new faculties also have a lighter teaching load, or faculties who are close to retirement. Also note that some faculties teach mostly in one program, but other teach in both programs, In the work load, we also take into account the number of master and Ph. D. student supervised by faculties. And finally, teachers who are described as AICP are accredited by the Association of Planners Québec and the Canadian Institute of Planners which could be compared to the AICP
36	University at Albany, State University of New York	Master of Regional Planning	4 MRP courses
37	University at Buffalo, State University of New York	Master of Urban Planning	Full time teaching load would be two courses per semester.
38	University of Arizona	Master of Science in Planning	Two 3-credit courses per semester (40% teaching)
39	University of British Columbia	Master of Community and Regional Planning	A full time teaching load is four three credit courses with one of these courses being credit for supervising at least 3 Masters theses and/or projects. PhD courses only are excluded.
40	University of California, Berkeley	Master of City Planning	Tenured faculty teaching load is 10 courses over 3 years. Assistant Professors teaching load is 3 courses/year. Adjunct Faculty teaching load is dependent on their appointment percentage.
41	University of California, Irvine	Master of Urban and Regional Planning	Faculty workload is based on a 4.5 course teaching load (2 graduate; 2.5 undergraduate) over a three quarter academic year.
42	University of California, Los Angeles	Master of Urban and Regional Planning	Full-time faculty: 5 courses Adjunct: 6 courses (2 per quarter)
43	University of Cincinnati	Master of Community Planning	A full time teaching load is 12 credit hours taught over the course of the fall and spring semesters, whether in the Bachelor of Urban Planning Program (BUP) or Master of Community Planning Program (MCP).
44	University of Colorado Denver	Master of Urban and Regional Planning	Full-time and part-time tenure-track/tenured faculty are expected to teach four courses per academic year. Non-tenure-track/tenured faculty and all adjuncts are expected to teach six courses per academic year. For this Annual Report we divided each individual faculty member's actual teaching load by four or six, according to her or his required teaching load. NOTE: for this report, students were classified as full-time if they were enrolled in 12 or more credits during the reported semester (the department's definition of full-time).
45	University of Florida	Master of Urban and Regional Planning	A full time teaching load is 6 credits in the fall and 6 credits in the spring.
46	University of Hawaii at Manoa	Master of Urban and Regional Planning	Two courses per semester, or four courses per academic year
47	University of Illinois at Chicago	Master of Urban Planning and Policy	A full-time teaching load for tenure-stream faculty is four courses per 9 month (2 semester) academic year. For clinical faculty, a full-time teaching load is 6 courses per academic year. Adjunct faculty FTE equivalent is 0.25 per course. Teaching in summer term (which is integral to the program) is considered overload, and sometimes results in a faculty member (tenure stream and/or adjunct) with an FTE of over 100%.
48	University of Illinois at Urbana-Champaign	Master of Urban Planning	Full-time teaching load is three courses per year.
49	University of Iowa	Master of Arts/Science in Urban and Regional Planning	A full time teaching load is four 3 semester hour courses over two semesters.
50	University of Kansas	Master of Urban Planning	A full-time teaching load is 4 classes per year (2 per semester)
51	University of Louisville	Master of Urban Planning	For the Master of Urban Planning Program at the University of Louisville the Full Time teaching load is classes per year or 2/2 (fall and spring or summer).
52	University of Maryland at College Park	Master of Community Planning	Full-time faculty teach 4 courses per academic year
53	University of Massachusetts at Amherst	Master of Regional Planning	2 courses per semester for tenure-track research faculty (4 total per year); 3 course per semester for lecturers and adjunct faculty (6 total per year)
54	University of Memphis	Master of City and Regional Planning	Typically, a full-time teaching load includes two courses per semester and a reasonable contribution to the department's capstone advising efforts. Externally funded course buyouts or additional contributions (e.g., chairing a curriculum revision committee or serving as graduate program coordinator) can relieve a faculty member of a course assignment.
55	University of Michigan	Master of Urban and Regional Planning	4 courses , 2 in the fall and 2 in the winter is the standard full time course load.
56	University of Minnesota	Master of Urban and Regional Planning	12 credit hours (typically four courses)
57	University of Nebraska-Lincoln	Master of Community and Regional Planning	Two 3-credit-hour courses per semester
58	University of New Mexico	Master of Community and Regional Planning	Full-time teaching load is 12 credit hours in an academic year.
59	University of New Orleans	Master of Urban and Regional Planning	A full-time teaching load is 2 courses per semester for a total of 4 per year

	Institution Name	Program Name	Program Definition of a Full-time Teaching Load
60	University of Oklahoma	Master of Regional and City Planning	Fulltime faculty in the Division of Regional and City Planning are expected to teach 11-12 hours of coursework per year, unless they buyout of their classes for research. Program and College Administrators are considered fulltime faculty but have reduced teaching loads.
61	University of Oregon	Master of Community and Regional Planning	We are on a quarter system and a full time load is 5 courses per year. For faculty in their first two years, a full time load is 4 courses per year.
62	University of Pennsylvania	Master of City Planning	Two courses per semester. Each course is for one credit unit. Or a two credit unit course for the semester.
63	University of Puerto Rico	Master in Planning	Full Time Teaching load is defined as 12 hours a week in 15 weeks semester.
64	University of Southern California	Master of Planning	16 units
65	University of Utah	Master of City and Metropolitan Planning	A full-time teaching load is two courses per semester, for a total of four courses during the academic year.
66	University of Virginia	Master of Urban and Environmental Planning	Full Time Teaching Load: Teaching six credit hours per semester for the academic year (.5).
67	University of Washington	Master of Urban Planning	Our definition of a full-time teaching load is defined as one who taught 4 courses in the MUP program in the course of the academic year
68	University of Wisconsin - Madison	Master of Science in Urban and Regional Planning	Full time teaching is 4 courses per year; each course is 3 credits.
69	University of Wisconsin - Milwaukee	Master of Urban Planning	A full-time teaching load is 5 courses per year, or 15 credits per year, before releases and buyouts for research and administrative assignments.
70	Virginia Commonwealth University	Master of Urban and Regional Planning	A full-time teaching load is to teach a total of 15 credits, or five 3-credit courses per year in the MURP program. Junior faculty members and faculty who focus on research publications, on the other hand, carry 12 credits teaching load. FTE calculations were based on these rules.
71	Virginia Polytechnic Institute & State University	Master of Urban and Regional Planning	Full-time load is 2 courses per semester, or 4 courses per academic year. Course releases are provided for externally funded projects or administrative responsibilities. In addition we have had faculty on modified duties with course reductions due to pregnancies/births and family leave.  ALSO, because there is not a place to note this elsewhere, Virginia Tech does not distinguish between full-time and part-time students. These categories relate to the number of credit hours taken by a student, and may change for a particular student on a semester-by-semester basis. Full-time tuition and fees are charged for 9 or more hours; however, students on assistantship must enroll for 12 hours to be considered full-time. Because we are not able to distinguish among full and part time students, all of our students are reported in the full-time columns.
72	Wayne State University	Master of Urban Planning	Full time teaching load for tenure-track and tenured faculty in the dept is: 2 and 2. (2 in fall and 2 in winter, with adjustments of this number over spring summer if needed). For lecturers, it is 3 and 3 (ie, 3 in fall and 3 in winter)

**Undergraduate Programs**

	<b>Institution Name</b>	<b>Program Name</b>	<b>Program Definition of a Full-time Teaching Load</b>
1	Alabama A & M University	Bachelor of Science in Urban Planning	A full-time teaching load for the undergraduate program is 12 credit hours per semester; A full-time teaching load for the graduate program is 9 graduate credit hours per semester. Both undergraduate and graduate faculty are required to provide academic advising and direct research as part of full-time teaching load
2	Ball State University	Bachelor of Urban Planning and Development	12 hours per semester is a full-time teaching load.
3	California Polytechnic State University, San Luis Obispo	Bachelor of Science in City and Regional Planning	Full-time teaching load in the California State University System is 36 Weighted Teaching Units (WTU's). Cal Poly is on a Quarter System.
4	California State Polytechnic University, Pomona	Bachelor of Science in Urban and Regional Planning	12 WTU per quarter, 36 WTU per year
5	East Carolina University	Bachelor of Science in Urban and Regional Planning	two 3-hour courses per semester per faculty member.
6	Eastern Michigan University	Bachelor of Science/Arts in Urban and Regional Planning	12 credits per semester for tenure-track faculty 15 credits per semester for non-tenure-track instructors
7	Eastern Washington University	Bachelor of Arts in Urban and Regional Planning	A full time teaching load is 24-28 quarter credit hours per year.
8	Indiana University of Pennsylvania	Bachelor of Science in Regional Planning	The full-time teaching load is 4 courses (12 credits) per semester, for a 4/4 teaching load. The Program director teaches a 2/2 load (6 credits)- quarter-time alternative workload equivalency and another quarter-time alternative workload equivalency as Director of the Upward Bound Math and Science Program. The Department chair teaches a 2/2 load (6 credits).
9	Iowa State University	Bachelor of Science in Community and Regional Planning	12-14 credit hours per academic year (4 3-cr.hr courses, up to 2-4cr.hr courses and 2 3cr.hr)
10	Michigan State University	Bachelor of Science in Urban and Regional Planning	The program defines full time teaching load differently for tenured/tenure-track faculty and for non-tenure track faculty members. 9 credits of teaching load is considered as a full time teaching load for tenured and tenure-track faculty members, and 15 credits of teaching load is considered as a full time teaching load for non-tenure-track faculty members
11	Missouri State University	Bachelor of Science in Planning	A full time teaching load for active research faculty at Missouri State is normally 3 courses per semester (Fall & Spring). Currently Planning program director receives a 1 course release in fall or spring semester.
12	The Ohio State University	Bachelor of Science in City and Regional Planning	Full-time tenure track A faculty teach a 4-course load as do B Part-time faculty. Full-time clinical track (also A in this case: Ezell, Oast, and Burton) have a full time teaching load of 5 classes. Adjunct faculty have an 8-course full - time load. If a course is taught split between our graduate and undergraduate courses, that is half of the load.
13	Universite de Montreal	Baccalaureate Specialise en Urbanisme - Bachelors	A full-time teaching load at the Institute is to teach 4 courses per year (summer, autumn and winter). Some faculties have a lighter teaching load if they have administrative responsibilities. The new faculties also have a lighter teaching load, or faculties who are close to retirement. Also note that some faculties teach mostly in one program, but other teach in both programs, In the work load, we also take into account the number of master and Ph. D. student supervised by faculties. And finally, teachers who are described as AICP are accredited by the Association of Planners Québec and the Canadian Institute of Planners which could be compared to the AICP
14	University of Cincinnati	Bachelor of Urban Planning	A full time teaching load is 12 credit hours taught over the course of the fall and spring semesters, whether in the Bachelor of Urban Planning Program (BUP) or Master of Community Planning Program (MCP).
15	University of Illinois at Urbana-Champaign	Bachelor of Arts in Urban Planning	Full-time teaching load is three courses per year.
16	University of Virginia	Bachelor of Urban and Environmental Planning	Full time teaching load is defined as six credit hours per semester per academic year (.5)