



US Department
of Transportation
**Maritime
Administration**

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

NO. 710-182
Amendment 1

EFFECTIVE DATE
July 13, 1998

SUBJECT

Professional 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 6, is revised to modify paragraphs 10.03 1 and 10.03 2 to read as follows:

10.03 Faculty Teaching Loads.

- 1 Professional 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 the department head after consultation with the faculty member involved and approval by the Assistant Superintendent for Academic Affairs.

- 2 Professional 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 courses not in lecture format, 1/1/2 hours shall be counted as the equivalent of one load hour.

John E. Graykowski
Acting Maritime Administrator