

MEMORANDUM

To: Full-Time Faculty
From: Provost Allison Pease
Re: Revision to the College Workload Policy
Date: February 3, 2025

Please be aware that, effective August 1, 2025, our revised Minimum Teaching Load Policy is as follows:

Minimum Teaching Load

Our full-time faculty teaching workload should reflect the needs and expectations of the majority of our academic programs, which are in-person programs. The college thrives when its faculty members are active participants in the college community, engaging with colleagues and students both inside and outside of class. To achieve this, all full-time Lecturer and Tenure-Track faculty members who are not on sabbatical or other leave must teach a minimum of two, fully in-person (not hybrid) courses each fall and spring semester on the John Jay campus. If a full-time faculty member is teaching only one course in any given semester, this course must be a fully in-person (not hybrid) course on the John Jay campus. Exceptions to the policy, including independent studies, must be approved by the department chair and the Provost in advance of submission of the schedule for the given semester.