



## **PERMANENT MEMORANDUM 19 DETERMINATION OF TEACHING LOADS AND PROPER UTILIZATION OF FACILITIES**

Monitoring Unit:  
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In order that financial resources available to the University System are utilized most effectively, careful attention must be given to teaching research and service assignments and facility use.

The responsibility for the determination of teaching loads is vested in the campus head on the several campuses of the University System. He may delegate such matters to other academic administrators including heads or chairmen of departments, directors, deans, and where appropriate the Vice Chancellor for Academic Affairs. Subject to the authority of the campus head, these academic administrators shall be responsible for the assignment of teaching loads and for determining class sizes in conformity with sound academic standards. They shall also be responsible for maximum utilization of facilities and the best utilization of personnel in the accomplishment of institutional educational objectives.

I am requesting the Vice President for Instruction and Research to review teaching loads, course offerings and class sizes on each campus and to advise this office of any significant deviations from reasonable norms.

Authorization to appoint additional personnel of any category should be granted only when there is evidence that the department has exhausted all available means to accomplish its mission with existing personnel.

Allocation of space and the expansion of facilities must be considered in relation to program requirements and efficient utilization.