

## Instructional Delivery Policy

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### Purpose:

As part of its strong commitment to teaching, Cortland prides itself on traditional classroom face-to-face instruction, faculty availability, and student access. Full time faculty are expected to maintain a routine presence on campus to support our Campus Values of Focusing on the Students, Integrity, and Intellectual Life and serve our Campus Priorities of Academic Excellence, Transformational Education, Well-being, and the Maximization of Resources. The purpose of this policy is to re-affirm its expectations of full time faculty presence and accessibility on campus while supporting opportunities for diverse teaching methods, such as online, blended, and hybrid courses.

### Definitions:

The definitions for course types are based on SUNYs for OpenSUNY:

- WEB: 100% Online, no in class meetings at all.
- HYBRID: Classes which meet in a regular weekly pattern. (At Cortland, generally 2 days per week, but feature sections online generally 1 per week).
- BLENDED: Sections which are largely online, and have only occasional face-to-face meetings that do not occur in a regular pattern (e.g. once per month, or once per term).

### Policy:

Full-time tenured, tenure-track faculty, or a full-time lecturer, is a full obligation which minimally includes a five day a week obligation to meet our class scheduling and delivery needs. Class scheduling is at the discretion of the College dependent upon operational and student needs. When not delivering classroom based instruction or meeting other on-site obligations, faculty are free to work part of the time at off-campus locations which may facilitate classroom preparation, research and/or scholarship or other creative activities.

Web, Hybrid, and/or Blended (WHB) class limits for full-time faculty:

- All specific teaching assignments and responsibilities are subject to the operational needs of the College and subject to approval of the respective dean. This includes the academic year, winter, and summer sessions.
- As part of their primary obligation, a faculty member is limited to teaching no more than 50% of their assigned academic year teaching load, inclusive of course release assignments, as WHB. (This limitation does **not** apply to overload or extra service obligations; overload is based on operational need and approval by the Dean.)
  - At no time may a faculty member teach more than 2 courses in a semester as WHB.
    - Illustrative example, a faculty with a 3:3 teaching load for the academic year, would be eligible, subject to approval by the respective dean, to teach up to two (2) classes as WHB in the fall semester, and one (1) class in the spring semester as WHB. The remaining one and two classes must be taught as traditional classroom based instruction.
- A faculty member who is phased retirement may be eligible to deliver all courses as WHB. This will be determined by the respective dean and provost on a case-by-case basis.

Related Policies and/or Resources:

[College Handbook Chapter 220.02 Responsibility of Faculty](#)

*Approved by President's Cabinet January 14, 2019  
Distribution to: Academic Deans, Department Chairs*