



Policy and Procedure

SON OP: 20.060 Workload Policy SON

PURPOSE: Faculty are expected to teach, produce scholarship, serve the school and profession and practice in the area of their expertise. Creation of a workload policy and process serves to quantify and standardize the work/effort of teaching, scholarship, service and practice. Workload must be quantified as a unit of measure and is used to fairly distribute work to faculty members.

REVIEW: This administrative policy shall be reviewed by the Dean in the month of September in even numbered years.

POLICY/PROCEDURE:

This workload policy applies to both part-time (clinical faculty) and full-time faculty members. The standard unit of measure for workload is the contact hour. For the purposes of this policy the contact hour is defined as one hour expended in the work of teaching, scholarship, practice and/or service. Faculty will be assigned a workload that averages 30 contact hours/week, allowing some flexibility for faculty to adjust their faculty responsibilities and professional priorities.

The procedures for creating the faculty workload system are as follows:

1. Each GNUR course in the catalog has been reviewed and coded using the Texas Higher Education Coordinating Board course designations:
 - a. Code 1: Organized lecture classes
 - b. Code 2: Organized laboratory and/or clinical rotations
 - c. Code 3: Indirect supervision of students
 - d. Code 4: Seminar classes
 - e. Code 5: Independent study
 - f. Codes 6 and 7 not currently assigned within the SON
 - g. Code 8: Thesis or professional paper
 - h. Code 9: Dissertation direction
2. Translation of semester credit hours (SCH) to contact hours are accomplished as follows:
 - a. For lecture courses, one semester credit hour = one contact hour (1:1 ratio) per week of a semester. Example: If a faculty member teaches in a lecture/didactic course that has three SCH's, then they lecture 3 hours per week. For workload assignment, they get 3 workload units per week for the weeks in a semester where they are scheduled to lecture.
 - b. For face to face clinical and laboratory hours (skills and simulation), one SCH = three contact hours (3:1 ratio). Example: If a faculty member teaches in a course that has three semester hours assigned to laboratory and/or clinical rotations they will receive 9 hours of workload per week for the weeks in a semester where they are scheduled to be in laboratory and/or clinical rotations.
 - c. For indirect supervision of students where clinical preceptor(s) is/are used, the faculty member is given a portion of the workload. Example: If a faculty



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- member teaches in a clinical course where students are assigned to preceptors, the workload for a clinical course is first calculated at a 3:1 ratio (see 2.b. above) then divided by three. For a clinical course with four SCHs the workload is 12 contact hours divided by three. The workload assignment is four contact hours per week.
- d. For seminar courses, workload is calculated the same as for lecture courses (see 2.a. above).
 - e. For individual or independent study courses, for each SCH, workload is divided by three. Example: For an independent study student enrolled for 3 SCH, the workload is 1 contact hour per SCH divided by three. This results in a workload of 1 contact hour per week in a semester where a student is enrolled.
 - f. For thesis or dissertation direction, for each SCH, workload is divided by three. For a thesis or dissertation student enrolled for 3 SCH, the workload is 3 contact hours divided by three. This results in a workload of 1 contact hour per week in a semester where the thesis or dissertation student is enrolled.
3. Course rotations for all programs exist, allowing for advanced planning in re: to faculty assignments. Courses to be offered reside in the Banner system.
 4. The workload database houses scheduled courses that are assigned to faculty. As each course is assigned the faculty workload database calculates the workload for that course. There is also a value given for non-teaching activities such as scholarship, service on committees and practice. The workload database sums the total assigned contact hours for teaching and non-teaching workload.
 - a. Teaching assignments are made based upon the qualifications and experience of the faculty member, the needs of the school and faculty preference. In the process of making faculty assignments, needs will be discovered and this in part will drive faculty search priorities.
 - b. Full-time faculty assignments can be projected for the academic year. These projected assignments are subject to change based upon the needs of the school and individual faculty consideration.
 - c. As a general rule of thumb for full time faculty in instructor and assistant professor ranks, teaching represents 75% or greater of the assigned faculty workload.
 - d. New faculty will be assigned a lighter teaching workload in the first two semesters of their employment.
 - e. Faculty assignments should be finalized no later than six weeks prior to the start of the next semester.
 5. Scholarship, service and practice workload will be discussed between the faculty member and the Dean. Hours per week spent in these activities will be negotiated at the beginning of the academic year and as obligations change.
 6. During the annual faculty evaluation process, as the faculty member's goals are discussed workload is considered and can be adjusted to help faculty meet their goals.