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 policy shall be reviewed by the Dean and Assistant Dean by September 1st on even numbered years.

POLICY/PROCEDURE:

This workload policy applies to both part-time (clinical faculty) and full-time faculty members. Workload can be assigned for teaching, scholarship and service. The standard unit of measure for workload is the contact hour. Faculty will be assigned work that averages 32 hours/week, allowing some flexibility for faculty to adjust their priorities.

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

1. Each GNUR course in the catalog is reviewed and coded using the Texas Higher Education Coordinating Board course designations. (insert link and course definitions)
2. Translation of semester credit hours (SCH) to contact hours are accomplished:
   a. For lecture, one semester credit hour = one contact hour (1:1 ratio) for UG courses. One semester credit hour = 1 contact hour (1:1 ratio) for graduate courses.
   b. For clinical and lab hours, one SCH = three contact hours (3:1 ratio)
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 are assigned to faculty and as each course is assigned the faculty workload database calculates the workload for each course assigned. Additionally there is 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, gaps will be discovered and this in part will drive faculty search priorities.
   b. Full-time faculty assignments are 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 faculty workload.
d. New faculty will be assigned a lighter teaching workload in the first two semesters of their employment.

e. Semester 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.