

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 or their designee on September 1st of even numbered years.

POLICY/PROCEDURE:

This workload policy applies to full and part-time faculty members as well as for as needed, episodic faculty (clinical faculty). Workload can be assigned for teaching, scholarship, service and practice. The standard unit of measure for workload is the contact hour. Faculty will be assigned work that averages 28-32 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 relevant to nursing education:
 - a. Code 1 = Organized lecture courses
 - b. Code 2 = Organized laboratory, physical activity, clinical instruction
 - c. Code 3 = Indirect supervision of student teachers, interns, practica and cooperative education
 - d. Code 4 = Seminar courses
 - e. Code 5 = Individual or independent study
 - f. Code 8 = Thesis or professional paper or project direction
 - g. Code 9 = Dissertation direction
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)
 - c. For indirect supervision where the student has an on-site preceptor the total SCH generated is divided by 6. For example if a faculty member has 24 students who are in precepted clinicals, then 24 divided by 6 equals 4 contact hours per week. In special situations, this workload calculation can be increased or decreased.
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 all courses in the course inventory. Courses can be assigned to individual faculty. As each course is assigned to a faculty member, the faculty workload database calculates the workload in contact hours/week. Additionally there is a contact hour assignment for non-teaching activities such as scholarship, service on committees and practice. The workload database sums the individual faculty member's 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% of the faculty workload. Full time faculty at the ranks of associate professor and professor may teach less if they are engaged in scholarship, service and practice.
 - d. New full-time 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 of his/her designee. 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.