

Purpose

1. The purpose of this PPS is to establish the policies and procedures which interpret the Academic Affairs AA/PPS 04.01.40.

Policy

1. Each department/program is responsible for the development of a department/program policy on faculty workload. The department/program workload policy shall be compatible with AA/PPS 04.01.40 and HPPS 7.01. The Chair is responsible for the fair and equitable determination of faculty workloads. Priority shall be given to the department/program needs when determining workloads.
2. AA/PPS 04.01.40 will be followed as provided. The following guidelines are used for assignment and adjustment of workload credits.

Responsibilities

3. The chair will determine the faculty member's professional responsibilities for each semester and is responsible for assuring that individual faculty members' workloads comply with AA/PPS 04.01.40 and HPPS 7.01. Chairs are also responsible for assuring that faculty assignments are fair and equitable distributed among faculty. In meeting this responsibility chairs should attempt to match the specific needs of the department/program, the College and the University with the individual professional goals of each faculty member.

Procedures

4. Workload assignments include workload for instruction, scholarly/creative activity and activity/service positions. Workload adjustments include activities for which there is a need for temporary recognition of instruction, scholarly/creative activities and professional activities or service.

Teaching Workload Assignment

5. Lecture courses - workload will be assigned based on credit hours of the lecture.
6. Laboratory courses – workload for laboratory courses will be calculated based on the framework provided in AA/PPS 04.01.40.
7. Each academic unit has a table of established workload amounts and formula which should be reviewed regularly to determine if workload is applied appropriately.
8. Individual Instruction – individual instruction includes clinical courses, independent studies, and problem courses. Individual instruction workload is based on course enrollment. Workload should range between .34 – 1.0.

Teaching Workload Adjustments

9. Team Teaching - Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities. In exceptional cases involving substantial time and effort the chair may grant up to three workload credits per semester to each participant.

10. Large Class Enrollment – The chair may grant an additional workload up to 3.0 if a faculty member is assigned to teach large undergraduate class of over 60, graduate class of over 40, and an on-line course of over 20.
11. Instructional Adjustment - The chair may grant additional workload credit each semester in recognition of the preparation and management of a section of a course when sufficient assistance is not available, e.g. the absence of graduate or undergraduate instructional assistants.

Workload Credit for other professional responsibilities (see attachment A)

12. Chair Assignment. Workload credit of 6.0 will be granted for chairing an academic unit on the basis outlined in AA/PPS 01.02.03.
13. Program Director/Program Chair Assignment – Workload credit (3.0-6.0) **may be** granted for a faculty member who directs a program, center, clinic, or similar unit.
14. Clinical/Internship/Externship Coordinator – Workload credit of up to 6.0 **may be** assigned for faculty who serve as coordinators for clinical education, internships or externships. Workload credit **may be** shared between faculty based on academic unit policies.
15. Lab Coordinator – Workload credit of up to 3.0 **may be** assigned for faculty who serve as coordinator of multiple sections of laboratory courses.
16. Academic Activity Adjustment – Workload credit **may be** granted to a faculty member for preparing major documents in the fulfillment of program needs or accreditation requirements. Workload credit may also be granted for duties performed in the best interest of the institution's instructional programs as determined by the Provost.
17. Administrative Activity Adjustment. Workload credit **may be** granted for a faculty member who chairs certain committees, task forces, the Faculty Senate, or who performs other significant administrative activities.
18. Workload credit **may be** granted for major academic advising responsibilities.
19. Developmental Leave Adjustment. Up to twelve workload credits per semester **may be** assigned to a faculty member who is awarded a Faculty Developmental Leave by the Board of Regents.
20. Professional Activity Adjustment. Workload credit **may be** granted for professional activities such as editing a professional journal or serving as an officer in a professional organization.
21. Research/Grant Activity Adjustment. Workload credit **may be** granted to a faculty member who is participating in major research or grant related activities.
22. Research Buy Out Adjustment. Workload credit will be granted to a faculty member who has secured external funding to pay for a portion of his/her salary and thus “buy out” time.
23. Graduate Mentoring Adjustment. Workload credit **may be** granted to faculty participating in graduate research mentoring, such as multiple theses, dissertations, or projects, and who is not the instructor of record.
24. Emergency/Work life Workload Adjustment. Teaching loads may fluctuate because of illness, sudden emergencies, care of a newborn child or an adopted or foster child younger than five, or other family member in need of such care, and other unanticipated needs, which may require a faculty member to request a lighter load. All temporary exceptions to the basic teaching load policy must be in writing, and must carry the approval of the chair and the dean with a copy to the Provost.

Workload Calculation and Reporting

25. The Faculty Records Office will distribute the workload report for review and completion by chairs following the 12th semester day.
26. The final internal workload report will be distributed to deans and the Faculty Senate by Faculty Records office; the dean -will distribute to chairs. At that time the chair will provide each faculty member with a copy of his/her workload report. A copy of the entire academic unit report or a summary report will be provided by the chair to the academic unit personnel committee.

Reviewer: _____

Date: _____

Dr. Barbara Sanders, Associate Dean

Approved: _____

Date: _____

Ruth B. Welborn, PhD, Dean

Attachment A CHP PPS 04.01.40

CHP Workload Adjustment Code Usage

Code	Type of adjustment	Explanation
1	Team teaching adjustment	used to indicate when more than one faculty is involved in a course or multiple sections of a course with one or more other faculty (1.0-3.0)
2	Laboratory Coordination adjustment	used when faculty member has oversight to coordinate a specific lab facility, when there is more than one section of the same lab, when graduate assistants are assigned to labs (1.0-3.0)
3	Instructional adjustment	used for large classes, writing intensive classes, graduate course or stacked courses, to recognize a previous semester overload (1.0-3.0)
4	Provost assignment	TBA
5	Associate/Assistant Dean assignment	(3.0-6.0)
6	Chair assignment	(6.0)
7	Program Director/Program Chair assignment	(3.0-6.0)
8	Academic Activity adjustment	used when faculty member is assigned as a course sequence coordinator, development of new courses, development of different teaching tools, distance ed or teaching technology development (1.0-3.0)
9	Administrative Activity adjustment	clinical coordinators, clinic directors, faculty senator (1.0-6.0)
10	Academic Advising adjustment	graduate and undergraduate advisors to be used sparingly, if at all (1.0-3.0)
11	Developmental Leave adjustment	TBA
12	Professional Activity adjustment	may be used when faculty member is officer of an organization, editor of a publication, or a significant professional assignment, not routinely given (1.0-3.0)
13.	Research Grant Activity	development of a proposal, implementation of a project, preparation of a manuscript or presentation (1.0-6.0)
14	Research Buy Out	when external funds provide for faculty time/replacement (TBA)

15	Graduate mentoring adjustment	(1.0-3.0)
16	Emergency/Work life adjustment	TBA
17	Reimbursable workload	TBA
18	Lab assignment (graduate assistant)	(3.0-6.0)
21	Research	(3.0 is routinely given to tenure/tenure track, may be more when negotiated)