

|                                |                                                                            |
|--------------------------------|----------------------------------------------------------------------------|
| <b>Policy Title</b>            | Faculty Workload                                                           |
| <b>Policy Number:</b>          | ACA 1.01                                                                   |
| <b>Department:</b>             | SCHS                                                                       |
| <b>Functional Area:</b>        | Academic Affairs                                                           |
| <b>Contributing Department</b> |                                                                            |
| <b>Approved by:</b>            | RHEI Leadership Team                                                       |
| <b>Effective Date:</b>         | 8/1/2024                                                                   |
| <b>Version:</b>                | 1                                                                          |
| <b>Status:</b>                 | Approved                                                                   |
| <b>Manual</b>                  | To be entered by Compliance360 System administrators or N/A if not in C360 |
| <b>Section</b>                 | ACA 1                                                                      |

## **I. Mission, Vision and Values**

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

## **II. Policy**

Faculty Workload

## **III. Purpose**

The purpose of the faculty workload policy is to define faculty responsibilities and work expectations. Workload calculation calculates teaching requirements and specific types of work-related service.

## **IV. Scope**

All faculty positions at Southside College of Health Sciences

## **V. Policy Details**

Full-time faculty are expected to fulfill a total of 30-40 workload units in a 12-month period. Workload is not evenly distributed between the semesters depending on the needs of the students and the educational program. Faculty providing more than the defined maximum workload units per academic year will be issued an overload contract and paid at the established rate.

Adjunct faculty (0.01 FTE) teach on an “as needed” basis. They are compensated each academic term they teach in accordance with the number of credit hours taught. The established rate of pay is included in the adjunct contract for the academic term and paid over the successive pay periods of that academic term.

Faculty workload for teaching includes three components: 1) curriculum, 2) facilitation, and 3) evaluation. Faculty develop, implement, and evaluate the curriculum. They effectively facilitate a safe, caring environment that promotes student learning. Faculty engage in the rigorous development and implementation of student evaluation measures that appropriately align to course outcomes. Teaching workload is based primarily on course credit assignment as defined in this policy.

#### Student Support Time:

Students need time with their faculty outside of scheduled class, lab, and practicum time for learning support and to assimilate into the profession. This time can include study sessions, student meetings, clarifying student questions, and engaging with students to know them better as individuals. Students should feel welcomed to have faculty attention at this time.

All full-time faculty are to provide a minimum of eight (8) hours of student support time per week. Four (4) of these eight (8) hours are scheduled and posted for students. The other four (4) hours are by appointment or communicating with students via electronic sources. During this time faculty should be accessible and available to work with students on their individual academic concerns/inquiries.

Scheduled student support time should not conflict with committee or other regular meetings. During the scheduled student support time, faculty should be in the classroom, Zoom, or meeting with students in their office. If a change in scheduled student support time is required due to an unavoidable conflict or illness, impacted students will be notified of the change and an alternative date or time of availability will be provided. To promote the availability of faculty to work with individual students, faculty are required to post their scheduled student support times online and, if they have an on-campus office, near their office doors.

Faculty members demonstrate a commitment to professional practice and lifelong learning. They maintain clinical competency and relevancy in their area of teaching expertise and assignment. In addition, faculty are expected to continuously develop in teaching and learning.

Faculty workload calculations for teaching and service are delineated in the table below:

| Teaching Workload Calculation Description                                               | Teaching Workload Units (WLU) per Semester                 |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------|
| Didactic (classroom) credit shall equate to one WLU (1:1)                               | <i>Example: A 3 credit course equates to 3 WLU</i>         |
| Team-taught didactic courses                                                            | Divided appropriately among the faculty sharing the course |
| Laboratory, simulation, or clinical credit shall equate to one and one-half WLU (1:1.5) | <i>Example: A 2 credit course equates to 3 WLU</i>         |

|                                                                                                |                                                                                                              |
|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Practicum courses that utilize preceptors shall equate course credit to 0.5 – 1.0 WLU          | Commensurate with the needed level of commitment; example: <i>A 1 credit course equates to 0.5 – 1.0 WLU</i> |
| For development of a new course or a course that has undergone significant curriculum revision | 0.5 WLU                                                                                                      |
| Course coordination                                                                            | 2.0 WLU                                                                                                      |
| Service as an advisor to a student organization                                                | 0.5 WLU                                                                                                      |
| Other (faculty mentor, etc.)                                                                   | As determined by program director                                                                            |

**VI. Definitions**

None

**VII. Attachments**

N/A

**VIII. Related Policies and Procedures**

None

**IX. Regulatory Notices**

Nothing in this policy creates a contractual relationship between Southside College of Health Sciences (SCHS), a department owned and controlled by Bon Secours Mercy Health Petersburg, LLC (d/b/a Southside Medical Center), and any party. SCHS, in its sole discretion, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

**X. Version Control**

| Version | Effective Date | Next Review Date | Description         | Supersedes, if applicable | Prepared By |
|---------|----------------|------------------|---------------------|---------------------------|-------------|
| 1.0     | 8/1/2023       | N/A              | Policy Adopted      | N/A                       | CDDAA       |
| 2.0     | 6/15/2024      | 6/15/2027        | Updated Definitions | 1.0                       | CDDAA       |

|   |           |           |                                               |     |       |
|---|-----------|-----------|-----------------------------------------------|-----|-------|
| 1 | 6/15/2024 | 6/15/2027 | Version Changed –<br>BSMH Template<br>Adopted | 1.0 | CDDAA |
|---|-----------|-----------|-----------------------------------------------|-----|-------|

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy & procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.