

Policy Name: Faculty Workload Policy
Policy Number: ACA 1.01
Title of Policy Owner: Executive Council
Approved by: Executive Council
Effective Date: 8/15/2021
Version: 1.0
Policy Status: Approved

I. Policy

Faculty Workload Policy

II. Purpose

The purpose of a faculty workload policy is to define faculty responsibilities and work expectations. The major emphasis of the faculty role at Southside College of Health Sciences (SCHS) is on teaching in the classroom, laboratory, and/or clinical sites. Teaching assignments may be scheduled during the day, evening, or weekend as the needs of the College require. While variability among faculty assignments is necessary and unavoidable, these procedures are established to provide structure, facilitate equity, and monitor effectiveness.

III. Scope

Workload calculation calculates teaching requirements and specific types of work-related service. Full time faculty are expected to fulfill a total of 36-40 workload hours in a 12-month period. Workload is not always 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 (0.001 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.

IV. Definitions

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.

All full-time faculty are to provide a minimum of eight (8) office hours per week that are accessible and available to work with students on their individual academic concerns/inquiries. Four (4) of these eight (8) hours are scheduled and posted for students to “drop in”; the other four (4) are by appointment or by electronic sources. These hours should not conflict with teaching assignments, committee, or any other regular meetings. If a change in office hours is required due to an unavoidable conflict or illness, the faculty member will notify impacted students 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 office hours on or near their office doors and online.

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 the area of teaching and learning.

V. Policy Details

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: A 1 credit course equates to 0.5 – 1.0 WLU
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. Attachments

None

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between SCHS 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.

IX. Version Control

Version	Date	Description	Prepared by
1.0	8/1/2021	Revised and new template	Executive Council