

**Policy Name:** Faculty Workload Policy (SCHS)  
**Policy Number:** ACA 1.01  
**Title of Policy Owner:** Campus Director & Dean of Academic Affairs  
**Policy Type:** RHEI/Shared Services BSMCON SCHS SOMI  
**Approved by:** RHEI Leadership Team  
**Effective Date:** 8/1/2024  
**Version:** 2.0  
**Policy Status:** Approved

**I. Policy**

Faculty Workload Policy

**II. 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.

**III. Scope**

All faculty positions at Southside College of Health Sciences

**IV. Definitions**

None

**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. Attachments**

None

**VII. Related Policies**

None

**VIII. Disclaimers**

Nothing in this policy creates a contractual relationship between Southside College of Health Science (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	08/01/2023	Policy Adopted	CDDAA
2.0	6/15/2024	Updated Definitions	CDDAA