



## OFFICE OF THE PROVOST

# Faculty Workload Guidelines 2017-2018

### Instructional Workload Definitions

#### Instructional Load Standard

A full instructional load (for one term) is defined as:

- 12 workload hours
- or*
- 18 contact hours

#### Contact Hour

A contact hour is defined as 50 minutes of *scheduled* instruction.

#### Workload Hour

Workload hours are determined using the following formulas:

- 1 lecture contact hour = 1 workload hour
- 3 lab contact hours = 2 workload hours  
(for the following prefixes only):

ART	GIS
BIO	GME
CE	HSC
CHE	MECH, MET
CLS	MFG
CST	MGT
DH/DHE	MIS
DMS	MIT
ECHO	NMT
EE	PHY
EET	PSY
EMS	RCP
ENGR	RDSC
ENGT (excluding ENGT 103 and 104)	REE
ENV	VAS

- 3 lab contact hours = 1 workload hour  
(for the following prefixes):

ACAD	ECO	JOUR
ACC	ENG	MATH
AHED	GEOG	MUS
ANTH	GEOL	PHED
BUS	HED	SPE
COM	HUM	WRI

**Concurrent Courses**

Concurrent courses receive workload hours and contact hours for one of the courses only. However, student credit hours for both courses are recorded.

**Continuing Education Courses**

Continuing Education courses are not included in faculty workload calculations.

**Co-op Courses**

Co-op courses receive student credit hours only.

**Dental Hygiene Clinics**

Pro-rated workload hours and pro-rated student credit hours are given to instructors sharing dental hygiene clinics. Each instructor receives full contact hours, based on clinic schedules provided by the department.

**Distance Delivery Courses**

Development of multi-media distance delivery courses, development of course modules for distance delivery, and all distance-delivery courses now come under the Distance Education department and are not included in faculty workload calculations.

**Externship Workload**

Considerations in Determining Workload

- Discipline
- Number of students served
- Location of extern sites
- Number of students at each site
- Implementation of a new externship program

Workload

- 12 workload units per term  
18-22 students enrolled
- 6-12 workload units per term  
Fewer than 18 students enrolled
- 12-24 workload units per term  
22 to 48 students enrolled

**Graduate Course Workload**

To make graduate programs more fiscally viable and to reflect current workload guidelines for undergraduate courses with low enrollment, the following has been implemented:

Enrollment of 1-5:  $WLU = \frac{2}{3} \times \text{number of credits}$ . 3 credit course = 2 WLU.

Enrollment of 6-11:  $WLU = 1 \times \text{number of credits}$ . 3 credit course = 3 WLU.

Enrollment of 12 or greater:  $WLU = \frac{4}{3} \times \text{number of credits}$ . 3 credit course = 4 WLU.

Projects or thesis:  $\frac{1}{6} \times \text{number of credits} \times \text{number of students}$ :

3 term, 3 credit sequence with one student = 1.5 WLU. 3 students = 4.5 WLU.

**Graduate Teaching Assistants**

See attachment: *Graduate Admission Process and Graduate Assistantships*.

### **High School Advanced Credit Courses**

High School courses are not included in faculty workload calculations. Non-instructional workload hours may be given upon approval by the Provost.

### **Independent Studies/Reading and Conference Courses**

There may be times when it is necessary to accommodate students with special interests, needs, or when course schedules do not permit students to take a required course. Independent Studies/Reading and Conference Courses are designed to fill this need. Workload units are based on the following:

- < 3 students per year = 0 WLU
- 3-5 students per year = 1 WLU
- 6-9 students per year = 2 WLU
- > 9 students per year = 3 WLU

### **Lab Practice Courses**

Lab practice courses receive student credit hours only.

### **Minimum Class Size Standards**

Class sections, seminars, and workshops with enrollments of less than 10 will be reviewed by the Department Chair during the first two weeks of the term to determine if the class will run.

Classes required for graduation:

Paid in full, if in sequence (follows curriculum map). **However**, low enrollment classes (less than 10 students) will be evaluated by the Department Chair and a determination made as to whether a waiver or substitution can or should be made.

Out of sequence and general education or elective classes with less than 10 students are at the discretion of the Department Chair. The Department Chair may:

Cancel the class.

Make a substitution or waiver.

Offer the class at the following reduced rates:

6-9 students:  $\frac{3}{4}$  pay

3-5 students:  $\frac{1}{2}$  pay

Less than 3 students and/or independent study: No pay.

### **Non-Instructional Assignments**

Non-instructional assignments may be added to an instructor's workload. Such assignments must be approved by the appropriate Department Chair, College Dean, and Provost. These assignments receive workload hours, but do not receive contact hours or student credit hours.

### **Overlapping Contact Hours**

Overlapping contact hours are adjusted so that duplicate contact is not given to the instructor.

### **Overloads**

The FTE for an instructor carrying a paid overload is adjusted to reflect additional pay. The additional FTE is determined using this formula:

$$\text{Overload workload hours} / 12 = \text{FTE}$$

Overload will be compensated at \$637.50/workload unit when a faculty member reaches 39 workload units for the 9-month academic year. Overload will then be paid for all units over 36.

Overload is calculated at the end of spring term and is paid on June 30.

### **Remedial Courses**

Remedial courses (those numbered below 100 and Math 101) are not included in faculty workload calculations.

### **Scheduled Contact Hours**

Contact hours are based on *scheduled* meeting times for a section.

### **Senior Projects**

Senior Projects receive full workload units for sections with enrollment of three students or more. Sections with enrollment of one or two students receive no workload units.

### **Shared Courses**

Based on information received from the instructors sharing a course, percents of responsibility are determined. The appropriate percent is multiplied times each instructor's workload hours, contact hours, and student credit hours. When both instructors are present at all times during the course, the contact hours are adjusted to reflect full contact according to the scheduled hours for the class.

### **Student Credit Hours**

A student credit hour is defined by the following formula:

*Number of credit hours per session × number of students in the session.*

Student credit hours, when divided by 15, show the student FTE generated by the instructor.

### **Zero-Credit Sections**

Zero-credit sections receive no student credit hours.

### **Non-Instructional Workload (NIWL) Guidelines**

Appropriate Non-Instructional Workload Assignments:

Grant Preparation/Grant Administration/Principal Investigator:

Refer to the *Proposal Approval Form* (PAF) filled out and submitted to Office of Sponsored Research.

Special Committees and Assignments:

Faculty Senate President – 0.25 (3 WLU) per term.

CPC Chair – 0.25 (3 WLU) for one term.

Assessment Commission Chair – 0.25 (3 WLU) Fall Term.

Faculty Athletic Representative – 0.25 (3 WLU) per term + \$1500 stipend.  
(Paid by Athletics)