



SUBJECT: FACULTY WORKLOAD

- I. Purpose: To implement Regents' policy and workload standards for average teaching loads and to provide accurate information on faculty teaching workloads to internal and external audiences.
- II. Reference. Utah State Board of Regents Policy 485, Faculty Workload Guidelines
- III. Policy. Pursuant to Regents' policy, the institutional average teaching workload for SUU faculty will be 24 credit hour equivalents each year or 12 credits each semester. Recognizing the diverse mix of teaching assignments, faculty contact hours in credit-bearing teaching activities will average approximately 13 contact hours per week. The following considerations are intended to insure workload equity, to comply with specialized accreditation standards, or to account for non-instructional activities essential to faculty:
 - A. The State Board of Regents workload report includes definitions, conventions, and formulae as a basis for calculating faculty workload. These elements may be supplemented locally to compile the report. The formulae and conventions include but are not limited to allowances for large sections (multiplier: 60-100 students = 1.2; 101 to 150 students= 1.4; 151-200 students = 1.6; 201 or more students =1.8), graduate teaching, and equitable recognition for extra contact hours that faculty spend with students in courses that involve studios, laboratories, clinics, independent study, thesis and dissertation, internships and similar activities. The definitions and workload formulae are subject to change. (A current list of reporting conventions and formulae used to generate workload reports is attached to this policy for information.)
 - B. Faculty workload reports will be provided to the academic deans and administration during Fall and Spring semesters. The Fall report will be submitted to the State Board of Regents for the system's report to the Legislature and to the Governor. The report will provide standardized information according to policy.
 - C. In addition to the normal teaching workload, faculty members are expected to assume other professional responsibilities such as advising/mentoring students, maintaining a minimum of five, reasonable, publicly-posted office hours per week, performing public service, and engaging in scholarly and creative activities. An appropriate service load of on- or off-campus committees (boards, professional organizations) per year is expected as part of the basic load at the discretion of the chair and the dean. Participation descriptions and levels of activity should be reported in rank advancement, tenure, post-tenure reviews and in annual reviews for merit salary increases.



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- D. At the discretion of departments and with the approval of the dean, workload assignments can be made for faculty to be reassigned. Reassigned activities may include adjusted teaching loads, student teaching supervision requiring extended time or travel, accreditation responsibilities within respective departments, colleges/schools, program or curricular development, and specific tasks in faculty governance. Further, in consultation with deans and departments, the President and provost may request reassignment of faculty to complete special duties and studies. Such activities may include teacher licensing, accreditation, curriculum studies, program assessments, and others as identified.
- E. With the exception of teaching three independent study students, no more than one three-credit hour course and its associated laboratory classes (including courses offered through the School of Continuing and Professional Studies) will be taught on an overload basis each semester (excludes summer term) by any one faculty member. All overload contracts or exceptions to this policy must have the approval of the department chair and dean.

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SCHEDULE OF FACULTY WORKLOAD REPORTING FORMULAE

Fall 2001

(Subject to annual revision)

Descriptive Formula for Reporting Purposes Only

- A. (SUU formula) Academic administrators. An academic administrator is the provost, associate provost, a dean, associate dean, or department chair. The instructional workload of an academic administrator will be coordinated with the individual's supervisor and, with the exception of the department chair, is excluded from the faculty count.
1. Department chairs should be converted to Faculty FTE fractions based on the percentage of their time that is spent on instruction.
 2. Department chair workload is calculated as follows:
 - a. Base: 0.25 academic administrative workload
 - b. Faculty supervision: 0.012 per faculty supervised
 - c. Program administration: 0.05 per AAS, BA/BS program
 - d. Graduate administration: 0.1 per graduate program (includes Ed. Admin)
 - e. Departments or schools with full-time staff advisers result in a discounting for workloads of department chairs or associate deans. The discount is calculated at -0.1 per adviser
 3. Associate department chairs and division heads are included in the faculty count. Administrative workload for these individuals is the equivalent of three credit hours of reassigned time per semester.
 4. The president of faculty senate receives the equivalent of three credit hours of reassigned time per semester.
- B. (SUU and USHE definition) Faculty. A full-time equivalent faculty (FTEF) is a status of employment in a position supported by appropriated instructional funds whose work assignment includes teaching, scholarly/creative, and service.
1. Split faculty assignments consider only that portion that is instructional.
 2. Although faculty on sabbatical remain in the data base, their redistributed workload is included in faculty workload reports.
 3. Wage-rated, overload and adjunct faculty are included in report totals but not in departmental calculations or in the faculty FTE count for the workload report.
 4. 1.0 FTE faculty (FTEF) equals a contract employee regardless of contract period.

C. Faculty Assignments and Instructional Delivery Guidelines per Semester.

1. (USHE standard) Undergraduate teaching, FTEF and lecturers/instructors in composition/language: 12 credit hours/13 weekly contact hours.
2. (SUU standard) Undergraduate teaching, lecturer or instructor: 15 credit hours/16 weekly contact hours.
3. (SUU standard) Graduate teaching, FTEF: 9 credit hours/10 weekly contact hours.
4. (Accreditation standard) Studio and laboratory teaching: In the College of Performing and Visual Arts, 3 contact hours in applied music or studio courses is equivalent to two credits of instructional teaching load. A maximum teaching load of 15-18 contact hours for full-time PVA faculty will be standard. Otherwise, two contact hours in laboratory courses is equivalent to one instructional credit.
5. (USHE standard) Graduate Thesis supervision (excludes graduate projects): ~~6 students equal a 12-hour teaching load.~~ **For Faculty Contact Hours, divide the number of student credit hours attempted in such sections by 6. For Instructional Credit Hours, divide the number of student credit hours attempted in such sections by 6. For Student Credit Hours, simply sum the number of student credit hours attempted in such sections.**
6. (USHE standard) Supervision (e.g., internships, clinical, cooperative education, practica. Excludes teacher education.) For Faculty Contact Hours divide the number of student credit hours attempted in such sections by 20. For Instructional Credit Hours divide the number of student credit hours attempted in such sections by 20. For Student Credit Hours, sum the number of student credit hours attempted in such sections.
7. (Generalized NCATE standard) Teacher Education student teaching.

6 students supervised = .25 FTEF= 3 credit hours (if mixed assignment)
18 students supervised = 1.0 FTEF= 12 credit hours (if full-time assignment)

This formula does not apply to content area supervision, internships and work experiences which involve minimal supervision. The FTE assignment will be determined by the dean of the college and should not exceed 50% of the above guideline for student teaching.

8. (USHE standard) Individualized Instruction (e.g., readings and conferences, undergraduate research). For Faculty Contact Hours divide the number of student credit hours attempted in such sections by 10. For Instructional Credit Hours divide the number of student credit hours attempted in such sections by 10. For Student Credit Hours, sum the number of student credit hours attempted in such sections.

9. (SUU standard) Coordination activities, team teaching by faculty. A faculty member serving as a coordinator for multiple sections taught by different faculty, undergraduate advisement in a college, interdisciplinary or University-wide programs, or other specialized assignments may have 0.05 to 0.25 FTEF depending on the magnitude of responsibilities. It is anticipated that 0.10-0.15 will be the norm. Budget must be approved in advance for this type of release. Faculty members team teaching classes will be allocated load proportionate to the assignment (e.g., two instructors equal 50% workload assignment).
10. (SUU standard) Distance delivered and concurrent enrollment. Workload credit for distance delivered courses and concurrent enrollment are calculated at 1.33 times the class credit.

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