



POLICY #6.27

SUBJECT: Faculty Workload

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### I. PURPOSE

This Policy implements Utah State Board of Higher Education [Policy R485 Faculty Workload Guidelines](#). It sets out standard workload calculations that reflect different instructional types and provides requirements for adjustments to standard workload calculation. It also provides management and approval procedures for Faculty Workload.

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### II. REFERENCES

- A. Southern Utah University [Policy 5.32 Part-Time and Temporary Employment](#)
- B. Southern Utah University [Policy 6.0 Definition of Faculty](#)
- C. Southern Utah University [Policy 6.1 Faculty Evaluation, Promotion, and Tenure](#)
- D. Southern Utah University [Policy 6.2 Academic Officers](#)
- E. Southern Utah University [Policy 6.9 Supplemental and Overload Compensation to Faculty and Academic Administrators](#)
- F. Southern Utah University [Policy 6.28 Faculty Professional Responsibility](#)
- G. Utah System of Higher Education [Policy R312 Utah System of Higher Education and Institutional Missions and Roles](#)
- H. Utah System of Higher Education [Policy R485 Faculty Workload Guidelines](#)

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### III. DEFINITIONS

- A. Adjunct/Part-Time Faculty: See University [Policy 6.0](#).
- B. Credit Hour: A Credit Hour of work is the equivalent of approximately 50 minutes of class time or 60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit.

- C. Contact Hour: The time a Faculty Member is required to spend in direct contact with students over the course of a class per week as approved through the curriculum process. For example, a face-to-face, three-credit lecture-based course would meet for approximately 150 minutes per week and result in three (3) Contact Hours.
- D. Course Preparation: The amount of effort associated with preparing and delivering instruction for a unique prefix and course number within an academic year (Fall and Spring semesters).
- E. Cross-listed Course: A single course that is offered for registration under two (2) or more CRNs (Course Registration Number) with the same instructional type. In most cases, the course content is the same/similar for everyone participating and would be taught at the same time by the same instructor.
- F. Faculty or Faculty Member: See University [Policy 6.0](#).
- G. Faculty Workload Plan: A report that sets out the ICH and related information for each Faculty Member; it is submitted for appropriate approvals, as set out in this Policy.
- H. Instructional Credit Hours (ICH): Instructional Credit Hours (ICH) are calculated based on the Credit Hours, course type, Contact Hours, and/or student enrollment, as further set out in this Policy.
- I. Student Credit Hours (SCH): This is the sum of Credit Hours generated by all enrolled students in a given class.
- J. USHE: Utah System of Higher Education.
- K. Course Type Definitions and Codes:
1. Applied Music (XAPL): Private music lessons requiring one-on-one instruction and training.
  2. Conferences and Workshops (XCON): Classes that are not part of the regular curriculum and/or are not taught on a full-term or equivalent to a full-term basis.
  3. Dissertation Credit (XDIS): Faculty supervision of Dissertation Credit (for dissertation chair only).
  4. Dissertation/Doctoral Project and Clinical Training Supervision (XPCL): Clinical supervision related to the Doctoral Program in Clinical Psychology.
  5. Increased Contact (XINC): Courses requiring increased Contact Hours but not increased Faculty effort.
  6. Individualized Instruction (XINV): Classes with no defined clock hours where students register term by term and credits offered may not exceed the published Credit Hour value of an equivalent standard fixed-credit class (e.g., directed readings, independent study/projects).

7. Laboratory (XLAB): Separate section laboratory setting course (can be credit or non-credit; four-credit ICH maximum).
  8. Music Ensembles (XENS): Performance ensemble courses requiring Faculty to present a series of student performances as well as provide instruction.
  9. Nursing Clinical (XNCL): Direct or indirect supervision of students during clinical/laboratory classes in the nursing program. Faculty Members are responsible for scheduling, coordination, preparation, and supervision of each clinical and/or laboratory session, which may include direct instruction, evaluation, and documentation.
  10. Other (XOTH): All other instructional activity that generates formal Credit or Contact Hours. To be used in rare circumstances where other course types are not appropriate.
  11. Regular Classes with Incorporated Lab (XLEL): Standard fixed-credit classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.
  12. Regular Classes without Lab (XLEC): Standard fixed-credit classes where instruction occurs in traditional classroom settings or distance education courses and where Credit Hours equal Contact Hours.
  13. Supervised Instruction (XSUP): Faculty supervision at remote sites that generate Student Credit Hours (e.g., internships, clinical, cooperative education, and practicum).
  14. Teaching Supervision (XTSP): Faculty supervision of student teaching fieldwork experience.
  15. Thesis Credit (XTHE): Faculty supervision of thesis credit (for thesis chair only).
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#### IV. POLICY

##### A. Workload Expectation for Full-Time Faculty

1. Workload Requirement: The institutional teaching workload for University full-time Faculty shall be an average of 24 ICHs each year or 12 ICH each semester for tenured or tenure-track Faculty and 30 ICH each year or 15 ICH each semester for non-tenure-track Faculty.
2. The University expectation is no more than 15 unique ICH of Course Preparation per Faculty Member per academic year. Exceptions to this Policy may be made by Department Chairs in

consultation with the affected Faculty Member and with the approval of the College/School Dean. Justification for such an exception may include, but is not limited to, Faculty expertise/qualifications and/or the instructional needs of the department.

3. Other Expectations of full-time Faculty: The standard teaching workload includes all course types, course delivery modalities, and Course Preparations. Faculty Members are also expected to assume other professional responsibilities such as advising/mentoring students, maintaining a minimum of five (5) publicly posted office hours per week, performing campus and public service, and engaging in scholarly and creative activities. Office hours may be face to face or virtual based on consultation with the Department Chair. Annual service on campus committees or workgroups (e.g., standing committees, ad hoc committees or workgroups, etc.) or off-campus committees (e.g., boards, professional organizations, etc.) is expected as part of the basic workload of a Faculty Member.

B. Workload Expectation for Adjunct/Part-Time Faculty

1. Workload Requirement: The institutional teaching workload for University Adjunct/Part-time Faculty is limited to less than 75% of a full-time lecturer ICH workload, depending on the department where the Adjunct/Part-Time Faculty teaches (e.g., <75% of 30 ICH or <75% of 24 ICH), as calculated on an annual basis from May through the following April. In most cases, Adjunct/Part-Time Faculty teaching load should not exceed nine (9) ICH per semester or the maximum allowed in this Policy per year. Exceptions should be approved through the Office of the Provost.
2. Other Expectations of Adjunct/Part-Time Faculty: The standard teaching workload includes all course types and course delivery modalities. Adjunct/Part-Time Faculty are also expected to maintain a minimum number of office hours per week, the number of which is established in consultation with the Department Chair based on total ICH that term. Office hours may be face to face or virtual based on consultation with the Department Chair.

C. ICH Calculations per Course Type

1. ICH shall be calculated following the methodology set forth by USHE for calculating Faculty Workload for state reporting.

Student Enrollment <sup>1</sup>	ICH Multiplier
1 - 59	1
60 - 100	1.2
101 - 150	1.4
151 - 200	1.6
201 or more	1.8

<sup>1</sup> Student enrollment is determined by the number of students registered for the course at a specific point in time for a given purpose (e.g., Faculty Workload report or compensation).

Course Type <sup>2</sup>	Calculation Source	ICH Calculation
XLEC	USHE	Credit Hours × ICH Multiplier
XLEL	USHE	$((\text{Credit Hours} + \text{Contact Hours})/2) \times \text{ICH Multiplier}$
XLAB	USHE	$((\text{Credit Hours} + \text{Contact Hours})/2) \times \text{ICH Multiplier}$
XINC	SUU	Credit Hours
XSUP	USHE	SCH/20

XINV	USHE	SCH/10
XENS	SUU	Contact Hours
XAPL	SUU	Contact Hours × 2/3 × Student Enrollment
XTSP	SUU	SCH/5
XTHE	SUU	SCH/6
XDIS	USHE	SCH/3
XCON	SUU	SCH/10
XOTH	SUU	SCH/15
XPCL	SUU	SCH/3
XNCL	SUU	$((\text{Credit Hours} + \text{Contact Hours})/2) \times \text{ICH Multiplier}$

<sup>2</sup> Variable-credit courses will use SCH/enrollment rather than course Credit Hours.

- C. Exceptions to ICH Calculations: On very rare occasions, situations may arise that require exceptions to ICH calculations. Such exceptions will require the approval of the Department Chair, the Dean, and the Provost, after consultation with the Faculty Member. Justifications may include, but are not limited to, the type of course and accreditation requirements.
- D. Team Teaching: For team teaching by Faculty Members or administrators with academic rank, teaching one (1) or more classes shall receive a percentage of ICH proportionate to the assignment (e.g., two instructors equally sharing the teaching load would each receive 50% of the ICH towards their workload).

E. Cross-listed Courses: ICH for a Cross-listed Course is computed as a single course.

F. Process and Responsibilities for Managing Workload

1. Department Chairs shall assign teaching activities for each Faculty Member after consultation with the Faculty Member. The workload associated with the activities shall comply with this Policy and any additional procedures, criteria, and calculations set forth at the College/School level by the Dean. Department Chairs may decide on the appropriate number of Course Preparations as part of the Faculty Members' other expectations and consider the same in managing workload; the number of Course Preparations will vary across and among departments. Each Faculty Workload Plan is subject to approval by the Dean.
2. The Department Chair shall assign Faculty Members to committees, after consultation with the Faculty Members. The assignment is subject to approval by the Dean.
3. Deans may implement College/School-level criteria and procedures to supplement, but not conflict with, this Policy that impact workload calculations, subject to the Provost's approval.
4. Each Dean will submit annual Faculty Workload Plans for all Faculty Members in their College/School to the Provost's Office by the second Friday of April of each year for review and approval for the following academic year.

G. Reassignment Time

1. Academic Administrators: For any instructional workload assigned to an academic administrator, that administrator shall receive ICH counted as their workload commensurate with the scope of the activity.
  - a. The administrative workload for a Department Chair is considered the equivalent of six (6) ICH of reassigned time per semester.
  - b. Administrative workload for Associate Department Chairs and Graduate Program Directors is the equivalent of three (3) ICH of reassigned time per semester.
2. Faculty Senate Leadership
  - a. The President of the Faculty Senate receives the equivalent of six (6) ICH of reassigned time per semester. The Vice-President of the Faculty Senate (President-Elect) and the immediate Past President each

receives the equivalent of three (3) ICH of reassigned time per semester. This reduction must be coordinated by the Faculty Senate President, and the Faculty Senate Vice-President, and immediate Past President with their respective Department Chair, their Dean, and with the Provost.

### 3. Faculty

- a. The primary responsibility for Faculty Members is teaching. The Department Chair, along with the others in the approval chain, shall consider this primary teaching role when considering reassigning a Faculty Member from a teaching assignment.
- b. Upon the approval of the Department Chair, the Dean, and the Provost, and after consultation with the Faculty Member, the Department Chair may reassign the Faculty Member from their normal workload to complete special duties and studies for the University, department, or program. Such activities may include, but are not limited to, teacher licensing, accreditation, university leadership assignments, curriculum development, research, studies, program assessments, and other relevant activities.
- c. In the rare event that the reassignment impacts the Faculty Member's ability to meet promotion and tenure (P&T) criteria, a written record of the reassignment stipulating any exceptions or waivers to P&T criteria, signed by the Provost, Dean, Department Chair, and Faculty Mentor Team will be provided to the Faculty Member prior to the reassignment. The applicable Faculty Member shall have responsibility for clarifying any impact prior to the reassignment.

### H. Instructional Overloads

1. A Department Chair may make a request for Instructional Overload assignment for a full-time Faculty Member, after consultation with the Faculty Member. The request for Instructional Overload is subject to the approval process for instructional overload budget approvals outlined in SUU [Policy 6.9](#).
2. A Faculty Member or administrator with academic rank, in a semester when they are under contract, shall teach no more than six (6) ICH as an Instructional Overload. This includes, but is not

limited to, associated laboratory classes and/or courses offered through self-support.

3. During a semester when a Faculty Member is not under contract, their teaching workload will total no more than 18 ICH.
4. Overloads for Faculty Members on reassignment, overloads for Faculty Members on sabbatical leave, and/or any exceptions to these maximum ICH are subject to the approval of the Provost.

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#### V. RELEVANT FORMS/LINKS

N/A

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#### VI. QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this Policy is the [Provost/Vice President for Academic Affairs](#).

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#### VII. POLICY ADOPTION AND AMENDMENT DATES

Date Approved: [June 15, 2001](#)

Amended: [May 6, 2011](#); [May 4, 2012](#); [May 3, 2013](#); [January 31, 2014](#); [March 25, 2022](#);  
November 3, 2023