



**College of Health and Human Sciences  
Faculty Workload Policy  
Spring 2023**

The purpose of the College of Health and Human Sciences' workload policy is to describe the College's policy for teaching, research/creative activity, and service. This workload policy applies only to tenured and tenure track faculty in the Collective Bargaining Unit in the College of Health and Human Sciences.

**Standard Workload**

Load for full-time faculty on nine-month contracts is 24 load credits per academic year. Consistent with the university rules, the basic workload unit is a "teaching load hours," the equivalent of one 50-minute period of classroom activity per week for one semester, plus the necessary instructional support of classroom activity provided by the teaching (such as class preparation, office hours, mentoring students, grading, and so forth).

Load credit for laboratory (Learning Resource Center) and seminar is defined as 0.5 course credits or 0.5 load credits equal to one 50-minute contact hour. Load credit for practicum/clinical is defined as 1 course credit hour equivalent to 2 load credit hours for faculty equal to three 50-minute contact hours.

All faculty are expected to perform service to the program, School, College, University, community, and profession (e.g., meetings and committees, curricular review, assessment, accreditation activities).

**Workload Assignment**

Underlying the workload policy is the expectation of high-quality teaching. The College of Health and Human Sciences promotes excellence in education, research, practice, and service. Differential levels of teaching, research/creative and service activity will be assigned to individual faculty based on the role they play in achieving the mission of the College. Load hours may be assigned to individual faculty for research/creative activities and/or service (critical to the College's mission) as a part of the overall load.

Each faculty member will discuss a Workload Plan with the School Director, as per Article 16, Section 7(A) of the current Collective Bargaining Agreement ("CBA"), University Rule 3359-20-03.2 and the Memorandum of Understanding regarding Shared Governance (dated 4/7/2021). Pursuant to Article 16, Section 7(A), each bargaining unit faculty member must be assigned a total of twenty-four (24) load hours each academic year. Load assigned for teaching, research, and service should follow the college guidelines outlined below.

## **Teaching**

Faculty will be assigned 24 load hours of teaching per academic year (fall and spring) unless the reassignment activity meets compelling mission-driven reasons for reassignment, as described below. Workload is calculated individually with a minimum teaching load of 12 load hours for the academic year. Faculty members will discuss annual teaching assignments with the School Director. Exceptions to the 12 load hour minimum will be considered on a case-by-case basis depending on research, service, and overall needs of the School and College.

## **Research / Creative Activity**

Faculty members may request up to six load hours per academic year (fall and spring) for research/creative activity. Research/creative activity included in the Workload Plan can include load for scholarly publications, preparation of grant applications, external grant funding, or other relevant scholarly activities. All activities should be discussed with the School Director as the Workload Plan is developed, considering the overall needs of the School and College. Exceptions to the six load hour maximum assignment for research/creative activity will be considered on a case-by-case basis.

At the end of the academic year, faculty members may be asked to provide a brief written report summarizing their research/creative activity as well as providing evidence to support that the expected outcomes are met.

## **Service**

Faculty members may be assigned up to six load hours per academic year (fall and spring) for administrative service (e.g., program coordination, primary authorship of an accreditation self-study). All activities should be discussed with the School Director. Exceptions to the six-load hour maximum assignment for administrative service will be considered on a case-by-case basis.

At the end of the academic year, faculty members will meet with the School Director to review the assigned service time, and discuss the service needs of the School for the upcoming year.