

APPENDIX A
INSTRUCTIONAL WORKLOAD

(1A) RBS 7/16/09
ET 7/16/09

1.

1.1 In determining the appropriate teaching load in an individual faculty member's overall workload, and in determining the appropriate balance of teaching responsibilities across faculty within a department, faculty members and department chairs shall use the following guidelines for comparing different teaching environments historically used at the University:

1.1.1 Lecture/demonstration/laboratory/activities classes: 1 class hour = 1 workload unit. It is assumed that each workload unit includes an additional 2 hours of preparation time.

1.1.23 Applied Music (individual lessons): 3 class hours = 2 workload units

1.1.34 Student-teaching/field-experience:

(a) Student teaching/field experience

(i) Part-time campus supervisor: 1 workload unit = 15 enrolled student credit hours

(ii) Field supervisor: 1 workload unit = 15 enrolled student credit hours

When non-supervising faculty members are responsible for placements, additional workload units shall— may be negotiated with the chair and dean and will be dependent upon the expected amount of time on task.

(iii) Faculty student observation: 30 hours spent in observation, = 1 workload unit.

(b) Cooperative education supervision: 1 workload unit = 30 enrolled student credit hours

1.1.45 Individual study supervision (e.g., courses titled thesis or equivalent, research, field research experience, and individual/independent study or equivalent):

(a) Undergraduate level: 12 student credit hours = 1 workload unit

(b) Undergraduate level field and laboratory research: ~~6~~ 8 student credit hours = 1 workload unit

(b) 500 level: 6 student credit hours = 1 workload unit

(c) 600-700 level (thesis or equivalent committee chair): 3 student credit hours = 1 workload unit

(d) 599-600-600.1 level (membership, other than chair, on thesis or equivalent committee): 6 thesis or equivalent committees = 1 contact hour

- (e) In cases where departments have traditionally had difficulty predicting individual study loads, workload units assigned to a faculty member for individual study supervision may be calculated based upon the average of the faculty member's actual load during the previous three years, excluding time spent on sabbatical or leave.

1.1.5 Student Advising

- (a) The advising of students is an essential function of faculty. Some advising is expected as a part of normal teaching load. Advising beyond the normal teaching load is recognized as an additional professional responsibility (Article 11.4), and will vary between departments and faculty based on the needs of students and individual programs.
- (b) Faculty with advising responsibilities greater than those associated with a normal teaching load may be assigned additional workload units for advising by their department chair in consultation with the faculty member and Dean.

2.0 — COMPENSATION FOR MULTIPLE-SITE COURSES — TAUGHT THROUGH INTERACTIVE VIDEO

This compensation package represents the payment program for state-supported multiple-site courses taught simultaneously through interactive video. Faculty may select, contingent on the approval of the department chair and dean, from the following two means of compensation for courses taught simultaneously to students at multiple sites through interactive video:

Option 1 — Additional Load Credit

Contingent on the approval of the department chair and dean, the full-time faculty member may be granted additional teaching contact hour credit in lieu of additional pay. The justification for additional load credit derives from two sources:

First, additional time is required to prepare and maintain suitable materials, such as a website, for use in the distance education environment.

Second, more time is needed to serve a higher than customary number of students caused by the outreach effort.

The total contact hours for the multi-site teaching assignment are determined by the following formula: Contact hours for the home site course x 1.5 = Total contact hours for all sites. To illustrate in the case where 1 contact hour = 1 credit hour, a faculty member could request 7.5 contact hours towards the annual teaching load for leading a 5-credit multi-site course.

Option 2 — Additional Pay