



NEVADA STATE COLLEGE
POLICY LIBRARY

POLICY
Issued: 8/11/09

Academic Workload

Approved:

[Signature]
Dr. Fred Marzanski, President

8/27/09
Date

[Signature]
Dr. Lesley D. Mare, Provost

8/18/09
Date

POLICY STATEMENT

Nevada State College is dedicated to attracting and retaining well qualified faculty.

REASON FOR POLICY

Clarify academic faculty workload

ENTITIES AFFECTED BY THIS POLICY

- President
- Vice Presidents
- Provost Council
- Directors/Deans
- Academic Faculty

WHO SHOULD READ THIS POLICY

- President
- Vice Presidents
- Provost Council
- Directors/Deans
- Academic Faculty

REFERENCES FOR ADDITIONAL INFORMATION

- Board of Regents Handbook: Title 4, Chapter 3, New Section 3

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- UNLV Workload policy
 - CSN Workload policy
 - GBC Workload policy
 - UNR Workload policy
 - WNCC Workload policy
 - NSC Promotion and Tenure Guidelines
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CONTACTS

Direct any general question about the Academic Workload Policy to your department's administrative office. If you have questions about specific issues, contact the following offices:

Question	Contact	Telephone	E-mail
Any question regarding this policy	Provost	702-992-2060	

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Introduction:

The NSHE Faculty Workload Guidelines state, “all instructional faculty members are expected to teach; develop curriculum; conduct other instructional activities including advising, grading, and preparing for classes; maintain currency in their academic discipline; and perform public and professional service, service to the institution, and similar academic activities. In addition, academic faculty are expected to conduct scholarly research or creative activity”. It is recognized that “faculty workload cannot and should not be measured solely by the time spent by the faculty member in the classroom.”

Purpose:

The Nevada State College academic workload policy provides clear guidance for faculty and those responsible for faculty workload determination. The guidelines help establish an equitable measure of workload, financial accountability and institutional efficiency. The full-time faculty workload reflects teaching, scholarly research, creative activity and professional development and service.

The workload responsibilities for each faculty member are determined in consultation with the Dean/Division Chair (or equivalent).

Contract Definitions:

Nine-month (B-contract) full-time faculty are expected to teach 24 coursework credits per academic year or 12 coursework credits each semester. Summer assignments are not considered part of the academic year for coursework credit assignments for a B-contract faculty member. Twelve-month

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(A-contract) full-time faculty are expected to teach 30 coursework credits per year which may be divided as 12 coursework credits each semester and six coursework credits during the summer or as determined in consultation with the Deans.

Responsibilities of full-time instructional faculty:

Instructional faculty are required to teach, contribute to curriculum development, perform related activities such as assessment, advising and developing course content. In addition, faculty will maintain currency in their academic discipline as well as perform scholarship and service.

Instructional faculty responsibilities include:

1. Reporting to appropriate Division Chair or Dean
2. Working collaboratively within the learning community
3. Teaching in assigned courses:
 - a) Developing or contributing to course syllabi and distributing to students and Division Chair or Dean prior to start of class
 - b) Instructing in assigned courses as outlined in syllabi
 - c) Responding to the needs of student learners providing high quality education
 - d) Reviewing and selecting resources for course such as textbooks and audiovisual materials
 - e) Performing student assessment and course assessment
 - f) Scheduling and posting office hours (designated as office, online, or telephonic) for student consultation and academic advising.
 - g) Identifying supplies, equipment and other resources necessary for classroom instruction and requesting materials through Division Chair or Dean.

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4. Availability to students, staff, and faculty
 - a) Instructional faculty will be accessible during their contract period and schedule established by the Division Chair or Dean.
 - b) Absences from campus for professional development activities must be approved by the Division Chair or Dean.
 - c) Absences due to emergencies or illnesses require notification of the Division Chair or Dean and plans for alternate assignment or faculty substitution will be determined.
 - d) Faculty members are expected to meet with advisees each semester.
5. Faculty members are expected to perform service in accordance with the Standards of Academe for their respective School.
6. Faculty members are expected to perform scholarship in accordance with the Standards of Academe for their respective School.
7. Faculty members are expected to engage in professional development activities that contribute to new teaching methodologies, maintain currency in assigned teaching fields and support requirements for current credentials.
8. Prepare annual self-evaluation report
9. Perform other related duties as assigned.

Guidelines for Determining Workload

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Faculty coursework workload and non-instructional assignments or reassignments establish the basis for the determination of faculty workload.

The general relationship of instructional workload to coursework credit is that three (3) hours in lecture class are equivalent to three (3) hours of coursework credit. Exceptions to this are listed in “1”.

1. Some instructional workload does not correspond to coursework as in the pattern above.

The following are cases where other arrangements in workload may be made based upon instructional activities.

- a) Clinical and Laboratory Settings

Clinical and laboratory courses do not follow the standard lecture credit-hour model. Clinical workload credits will be calculated at 1.5 times the credit hours of the clinical course. Laboratory workload credits will be calculated as follows: 2 hours of laboratory will equal 1 workload credit.

- b) Team Taught Courses

- i. Type one (turn teaching): Two or more faculty members teach a course with one faculty member teaching at a time. Each faculty member receives the appropriate coursework credits for the portion of the course that s/he taught. For example, if two faculty members teach half of a three (3)-credit course, each faculty member receives one and a half (1.5) coursework credits.
- ii. Type Two(co- teaching): Two faculty members specializing in different disciplines or specialty areas within a department jointly teaching a class that

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requires the active engagement of both faculty members in the classroom for the duration of the course. Each faculty member receives one and a half (1.5) coursework credits.

- Approval of such team-taught interdisciplinary courses shall be determined by the respective supervisors of the two faculty members as approved by the Deans (or designee).
- iii. A faculty member may teach a classroom, laboratory, or equivalent course for another department/School other than their own; including an interdisciplinary program. The course will be considered part of the faculty member's coursework credits. The faculty member's Division Chair or Dean must approve this assignment.
- Coursework workload may be adjusted when faculty have responsibilities that have been approved by their Dean (or designee) and Provost as having workload credit. The Dean (or designee) and Provost will specify such reassignments in writing. A non-exhaustive list of eligible activities is listed in item "2" below. Some tasks, such as running independent studies, are only considered overload activities. Overload compensation will be equivalent to that faculty member's summer rate of pay.

Examples of such activities are listed in item "3" below.

2. Coursework eligible for reassignment
 - a. Chairing Faculty Senate
 - b. Course Development

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- c. Curriculum Development
 - d. Accreditation Activities
 - e. Large class size in relation to course content and delivery method
 - f. Department/Division Chair
 - g. Coordinator/ Lead Faculty/Program Supervisor
 - h. Non-credit Remediation Program
3. Example of activities eligible only for overload.
- a. Independent Study
 - i. Guidelines for the approval of the number of credits for this assignment must be based on a formula (e.g., number of independent study credits equivalent to one (1) credit of classroom lecture, or $0.056 \times \text{course credit} \times \text{number of students}$).
 - ii. Independent Study course approval is the responsibility of the Dean (or designee).
 - b. Principal Investigator or the equivalent for a grant proposal

Occasionally, the Division Chair or Dean (or designee) may determine that a particular assignment warrants additional compensation based on significant workload in the course and a stipend may be provided for such service. The formal agreement, describing the nature and duration of the service, is signed by both parties and forwarded to the Provost prior to the beginning of the proposed activity.

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Stipends are provided on a semester-by-semester basis. The formal agreement does not imply a commitment by the administration to continue to provide such stipends or any activity. Funding of conference or professional travel is not to be construed as a stipend.

4. Examples of activities eligible for a stipend

- a) Developing a new course or program.
 - b) Team/Co- Teaching an interdisciplinary course
 - c) Developing/revising the Curriculum
 - d) Advising overload
 - e) Oversized classes
 - f) Developing an online course
 - g) Coordinating a seminar or conference
- o If a full-time faculty member's workload for either fall or spring semester is in excess of the standard workload, the faculty member may negotiate with the Dean (or designee) to either receive an equivalently reduced workload in the following semester or receive additional compensation, so long as the adjustments remain within a single academic year.

Definitions

These definitions apply to these terms as they are used in this policy.

Workload credits	Overall responsibility consisting of: a) teaching, b) scholarly research, creative
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	activity, and/or professional development, and c) service.
Coursework credits	Activities associated with instruction.

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