

Dakota State University Faculty Workload Policy



Effective June 2006

DSU Workload Policy
Last updated 6/2/06

The faculty workload policy of Dakota State University is stated in sufficiently broad and sufficiently specific terms to allow for the fulfillment of the mission of the University while respecting the rights and prerogatives of faculty unit members and administration. The genuine realization of the spirit of the policy pivots on the mutual respect and goodwill that should characterize colleagues having complementary responsibilities.

Workload during the Academic Year

Per the 2005-2008 COHE Agreement Section 9.2, the standard two-term workload for faculty unit members requires 30 credit hours of undergraduate instruction, or its equivalent, per academic year. Reasonable release time is granted to faculty unit members who actively engage in research, scholarship or creative artistic activity or who actively pursue professional service activities related to their disciplines. Ordinarily, reasonable release time is the equivalent of six credit hours of undergraduate instruction, or its equivalent, per academic year. The institution may adjust this workload requirement to ensure that faculty unit members have adequate time for research and scholarship or service or as deemed necessary by the institution and as specified below in this workload document.

Teaching Load

All faculty members are expected to fulfill the basic professional responsibilities of the mission of the institution as outlined in the 2005-2008 COHE agreement. As indicated in the 2005-2008 COHE Agreement Section 9.2, the normal full-time teaching load is 24 semester credit hours for each academic year (fall and spring). Faculty whose teaching load exceeds that requirement (and who are actively engaged in research, scholarship or creative artistic activity and who actively pursue professional service activities related to their disciplines) may qualify for overload pay when their teaching load exceeds the 24-credit requirement in any given academic year. (See below for discussion of overload compensation.)

Unless an equated formula is stipulated below, the semester credit hours of the course will be used to determine the course's value in the faculty unit member's teaching workload. The semester credit hour teaching load of a faculty unit member is determined by adding the semester credit hours and the equated workload credits of the assigned courses. Equated workload credit for the courses designated below will be calculated using these formulas:

1. Science laboratories (Schedule Type C and L): 3 contact hours equal 2 equated workload credits.
2. Clinical experiences (Schedule Type G): 2 contact hours equal 1 equated workload credit.
3. Applied music courses: 3 contact hours equal 2 equated workload credits.
4. Studio art courses: 3 contact hours equal 4 equated workload credits.

- (Note: presumes 150-minute class period with an additional 150-minute studio requirement for students, without direct supervision of instructor)
5. Graphic arts courses: 3 contact hours equal 4 equated workload credits.
(Note: presumes 150-minute class period with 150-minute lab requirement for students, without direct supervision of instructor)
 6. Wellness activity courses: 2 contact hours equal 1 equated workload credit.
 7. Mentored courses (courses in the x9x series, with the exception of x92): $(.10) \times (\text{semester credit hours of the course}) \times (\text{number of students being mentored})$ equals equated workload credits.
 8. Supervision of formal research experiences:
 - a. Undergraduate research supervision: $(.10) \times (\text{semester credit hour of course}) \times (\text{number of students enrolled})$ equals equated workload credits.
 - b. Master's-level research supervision: considered part of the unit faculty member's formal research workload and not considered as part of the unit faculty member's teaching workload.
 - c. Doctoral-level research supervision: considered part of the unit faculty member's formal research workload and not considered as part of the unit faculty member's teaching workload.
 9. Instructor of Record:
 - a. Supervision of 1 graduate teaching assistant equals .67 equated workload credit (regardless of course credit hours)
 - b. Supervision of 1 graduate lab assistant equals .33 equated workload credit (regardless of course credit hours)
 10. Graduate Courses: $(1.33) \times (\text{semester credit hours of the course})$ equals equated workload credit.
 11. Supervision of multiple-section courses (if responsible for development of standardized content, assessment, and syllabus for the course): 1 equated workload credit for each multiple-section course supervised.
 12. Supervision of student teaching:
 - a. Elementary Education and K-12/Secondary Education: 1 student = .67 equated workload credit.
 - b. Elementary Education / Special Education: 1 student = 1 equated workload credit.
 - c. Level III: 1 credit hour = 1.125 workload credit.

These factors may be considered at the college level and may be used to displace a proportional amount of the normal, full-time teaching workload assignment, upon authorization by the Vice President for Academic Affairs:

- class size and other related classroom issues;
- institutional committee chairmanship;
- responsibility for institutional projects;
- heavy advising load or college recruitment responsibilities

- guidelines of external accrediting agencies
- a strong research agenda that supports the university's mission

If an agreement cannot be reached at the college level by the dean and the faculty unit member relative to the faculty unit member's teaching workload, the faculty unit member may request a review by the VPAA. If the faculty unit member's request for change is denied by the VPAA, the faculty unit member may request a review by the Ad Hoc Workload Committee. Recommendations made by this committee will be given very serious consideration by the administration.

Academic Advising

Academic advising is recognized as part of a faculty unit member's teaching workload and generally will not exceed an assignment of 50 students. An unusually heavy advising load can be offset by a reduction in the faculty unit member's committee or other college assignments.

Class Preparation

The usual number of class preparations for faculty unit members will be 3 to 6 per semester. If / when the faculty unit member's teaching assignment for any given semester exceeds 7 class preparations, other workload assignments will be reduced proportionately.

When two or more sections of the same class are taught by the faculty unit member during the same semester, those courses will be counted as a single class preparation.

For each credit hour or equated workload credit taught per week by a faculty unit member, the faculty unit member is expected to spend three hours in class preparation, evaluation of students, tutorials, or other course-related activities.

Faculty unit members are expected to maintain an office schedule that provides for reasonable on-campus accessibility during the work week. Minimum standards for office hours will be established annually by each college.

Overload Compensation during the Academic Year

Section 19.5 of the current COHE agreement stipulates that overload compensation is set at seven percent of the faculty unit member's 9-month base salary for every three-credit course taught above the 24-credit workload requirement. Faculty unit members who have a larger-than-normal workload assignment in the fall may also request a reduction in their spring teaching load, in lieu of overload compensation.

Only faculty who are teaching more than 24 workload hours during the academic year are eligible for overload compensation. Faculty unit members who unilaterally agree to supervise independent study courses, directed practices and directed studies courses (those courses generally numbered x9x) will not be compensated with overload pay for

this supervision, unless the activity is specifically assigned by the dean and compensation arrangements are made at the time of the assignment.

See Attachment A for the guidelines used by the university to calculate overload compensation.

Summer School Workload

Per the 2005-2008 COHE Agreement, Section 19.5, faculty unit members whose time is not fully obligated to the university or other state or federal agencies to perform externally funded research may be offered course assignments to teach during the summer session. Note, however, that during any given fiscal year, a faculty unit member's salary from Dakota State University or other state or federal agencies and/or research grants and contracts may not exceed his/her equivalent 12-month salary.

Section 19.5 of the current COHE agreement stipulates that a faculty unit member will be compensated at the rate of seven percent of their 9-month base salary for each three-credit course taught. If a course exceeds or falls short of three credit hours, the compensation will be adjusted pro rata.

In the interest of quality instruction, a faculty unit member's teaching assignment in the summer will not exceed 10 credit hours during the summer term. Any exceptions to this stipulation must be approved by the VPAA prior to a summer school contract being issued to the faculty unit member.

Faculty unit members who unilaterally agree to supervise independent study courses, directed practices and directed studies courses (courses numbered in the x9x series) during the summer will not be compensated for this supervision, unless the activity is specifically assigned by the dean and compensation arrangements are made at the time of the assignment.

When a course fails to meet the specific minimum enrollment, the summer school contract may be voided by the administration or the faculty unit member may request an opportunity to teach the course at reduced compensation. The university administration will determine the minimum enrollment needed, consistent with sound fiscal practices, to justify offering the class. Faculty unit members will be advised of the minimum enrollments specified by the university at the time the summer school contract is offered.

For faculty unit members whose summer teaching load is part of their 9-month teaching obligation, the semester credit hours of the course will be used to determine the course's value in the faculty unit member's workload, unless an equated formula is stipulated above (see Workload during the Academic Year). For those faculty unit members, the summer school teaching workload is determined by adding the semester credit hours and the equated credit hours of the assigned courses.

COHE Representative Date

Administrative Representative Date

COHE Representative Date

Administrative Representative Date

COHE Representative Date

Administrative Representative Date

Attachment A OVERLOAD COMPENSATION GUIDE

Per the COHE agreement, faculty unit members have a 30-credit workload obligation to the university. The faculty unit member satisfies that workload obligation through:

- 24-credit workload obligation in teaching
- 6-credit workload obligation in service to the discipline and/or in research

The activities that meet the faculty unit member's workload obligation for any academic term must be approved by the faculty unit member's supervisor and specified on the Faculty Workload Worksheet (see Attachment B).

The formulas for equated workload calculations are included in the DSU Workload Policy. However, not all teaching assignments are included in calculations related to overload compensation. For example, faculty unit members who unilaterally agree to supervise independent study courses, directed practices and/or directed study courses (those courses generally numbered x9x) will not be compensated with overload pay for this supervision, unless the activity is specifically assigned by the dean and compensation arrangements are made at the time of the assignment. Below is a summary of the guidelines used to calculate overload compensation.

Courses in the x9x Series

Courses created by the University because of small enrollments are counted in the faculty member's workload and are also counted in overload using the workload calculations listed below. Courses initiated by a faculty or student request to support research projects or a special interest area may be counted in the faculty member's teaching load but are not counted in overload, unless the activity is specifically assigned by the dean and compensation arrangements are made at the time of the assignment.

Overload for these types of courses is calculated using the workload calculations listed below:

- For courses with enrollments of < 10 , the independent study formula is used:
 $.1 * \text{credit hours} * \text{\#students}$
- For courses with enrollments ≥ 10 , the full workload formula for the course is used.

Release Time for Administrative Duties

Release time for administrative duties is counted in the faculty member's workload but is not counted in overload, since the faculty member generally considers it service to the university and the assignment generally includes additional compensation for the faculty member.

Examples of this type of release time include:

- Academic Coordinator
- Director of Theatre / Technical theatre
- International Coordinator
- Coaching

- Faculty Athletic Representative (FAR)
- Faculty Advising Specialist
- MERLOT
- Graduate Program Coordinator
- Directorships (CEX, HIM, RESP CARE)
- Special short-term projects or assignments, such as accreditation coordination

Student Teaching Supervision

Student teaching supervision is counted in the faculty member's workload and is also counted in overload, using these formulas:

- Elementary Education and K-12/Secondary Education: 1 student = .67 workload credit
- Elementary Education / Special Education: 1 student = 1 workload credit
- Level III: 1 credit hour = 1.125 workload credit

Supervision of Graduate Assistants

Supervision of graduate classroom teaching assistants is counted in the faculty member's workload and is also counted in overload using this formula:

- 1 student = .67 workload credit

Supervision of graduate lab assistants is counted in the faculty member's workload and is also counted in overload using this formula:

- 1 student = .33 workload credit

Supervision of graduate research assistants is not counted in the faculty member's workload and is not counted in overload.

Teaching Workload Requirements linked to Rank or Location

Instructors are required to provide service to the university but are not expected to provide service to the discipline or actively engage in research. Per the COHE agreement, instructors can be asked to teach up to 30 workload credits, particularly when they are not actively engaged in service to the discipline or in research. These additional courses are counted in the faculty member's workload but are not counted in overload, unless their teaching assignment exceeds 30 workload credits.

Faculty located off-campus are required to provide service to the university and, depending on their rank, may also be required to provide service to the discipline and to actively engage in research. These faculty unit members may be asked to teach additional credits if they're not actively engaged in service or research activities. These additional courses are counted in the faculty member's workload but are not counted in overload, unless their teaching requirement exceeds 30 workload credits.

**Attachment B
FACULTY WORKLOAD
WORKSHEET**

Academic Year: _____
 _____ **Fall** _____ **Spring**

Date: _____

Name: _____ **Rank:** _____

This workload planning document is to be completed at the beginning of each academic term. The faculty unit member completes the narrative sections on advising, research and service. The dean completes the section on teaching and estimates workload for each of the workload areas. Prior to the beginning of each term, the dean and the faculty unit member meet to discuss and finalize the faculty unit member's workload assignment for that term. Either party, dean or faculty unit member, may initiate a new workload worksheet if significant changes in the faculty unit member's workload have occurred during the academic term.

The 2005-2008 COHE Agreement specifies this workload requirement for faculty unit members:

- 9-month contracts -- 15 workload credits per term for a total of 30 workload credits per academic year
- 12-month contracts -- 15 workload credits per term plus 7.5 workload units for summer for a total of 37.5 workload credits per fiscal year

Proposed Performance Objectives (from the most recent Appendix F document):

Performance Goals:

Percentage Effort:

	Percentage Of Effort	Performance Standard
Teaching/Advising:	_____	_____
Teaching:	_____	_____
Advising	_____	_____
Scholarship:	_____	_____
Service:	_____	_____

Performance Standard: (B-basic performance, H-high performance)

Teaching and Advising (approximately 12 workload units per term):

Teaching:

Course Prefix and Number	Course Title	Credit Hours	Workload Units
Teaching Workload Subtotal			Units

Advising:

Description of Advising Activity / Assignment (Narrative and Quantity)
Advising Workload Subtotal
Units

Research, Scholarship, or Creative Activity (approximately 1.5 workload units per term):

Description of Research Activity / Assignment (Narrative and Quantity)
Research Workload Subtotal
Units

Service to University and Discipline (approximately 1.5 workload units per term):

Description of University Service Activity / Assignment (Narrative and Quantity)
Service to University Workload Subtotal
Units

Description of Discipline Service Activity / Assignment (Narrative and Quantity)	
Service to Discipline Workload Subtotal	Units

Release Time:

Description of Activity / Assignment	Workload Units
Release Time Subtotal	Units

Fall Workload Assignment:

	Teaching	Units
	Advising	Units
	Research / Scholarship / Creative Activity	Units
	Service to University	Units
	Service to Discipline	Units
	Release Time	Units
	Total Workload For Fall Term	Units

Spring Workload Assignment:

	Teaching	Units
	Advising	Units
	Research / Scholarship / Creative Activity	Units
	Service to University	Units
	Service to Discipline	Units
	Release Time	Units
	Total Workload For Spring Term	Units
	Estimated Workload for Current Academic Year	Units

Estimated Overload (Based on Estimated Workload for Current Academic Year):

Proposed Method of Compensation	Workload Units

Signature, Faculty Member

Date

Signature, Dean

Date