

## **SDSM&T Workload Policy**

The primary mission of SDSM&T is to provide opportunities for professional education in engineering and science. A secondary mission is to provide opportunities for area residents to access higher education at SDSM&T with a subsequent transfer to another institution. SDSM&T provides education opportunities at both the undergraduate and graduate levels including research experiences in the principal areas of engineering and science. In support of these missions, the workload of the faculty includes teaching, research, scholarship and service responsibilities as identified in Appendix C of the Agreement between the South Dakota Board of Regents and the Council of Higher Education.

It is the policy of SDSM&T to attempt to equalize the workload of each faculty member in the assigned responsibilities of teaching, research, scholarship and services.

Each Department Head is responsible, with the concurrence of the Vice President, for the assignment of faculty workload for faculty members in the department. In the assignment of teaching workload, due regard will be given for the level, preparation, section size, number of credit hours and contact hours of courses taught.

The assignment of faculty teaching workload will be monitored through the SDSM&T Faculty Service Report. The SDSM&T administration is responsible for the collection of data for preparation of the Faculty Service Report. The Faculty Service Report will normally be prepared using the 10<sup>th</sup> day of record for a particular semester. Not later than mid semester, the SDSM&T administration will publish the following summary data:

1. The summary list by departments of the average, median, high and low value of the data in the following categories:
  - A. Number of course preparations for each faculty member.
  - B. Section Size.
  - C. Number of credit hours taught by each faculty member.
  - D. Number of contact hours taught by each faculty member.
2. The same data as in A, but for individual faculty members including an identification of faculty unit members.

Priority will be given to reducing the number of different class preparations and the number of contact hours assigned to each faculty. A goal shall be to assign no more than three different course preparations per semester averaged over the contract period.

Faculty unit members should have posted office and class hours. Office Hours shall be on at least three different days to include either a Tuesday or Thursday. Faculty members have a responsibility to inform their college/department secretaries where they can be reached during office hours if they must be absent.