

OFFICE OF RECORD: Provost/Vice President for Academic Affairs  
ISSUED BY: Institutional Agreement Management Committee  
APPROVED BY: Institutional Agreement Management Committee  
EFFECTIVE DATE: Spring 2012 (January 11, 2012)

The faculty workload policy of Northern State University is stated in sufficiently broad, yet selectively 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**

The 2008-2011 COHE Agreement Sections 9.2 and 19.5 establish the standard two-term workload for faculty unit members. 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 articulated 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 2008-2011 COHE agreement. The normal full-time workload is equivalent to 30 credit hours of undergraduate instruction per academic year per the COHE agreement. The normal full-time teaching load is 24 semester credit hours of undergraduate instruction for each academic year (fall and spring). Faculty who are actively engaged in research, scholarship or creative artistic activity and service and whose teaching load exceeds that requirement 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 face-to-face or on-line teaching workload. The semester credit hour teaching load of a faculty unit member is determined by adding the semester credit hours of the assigned courses or the appropriate combination of semester credit hours and equated work load credits. Equated workload credit for the courses/activities designated below will be calculated using these formulas:

1. Science laboratories (Schedule Type C [Clinical Laboratory] and L [Laboratory]): 3 contact hours equal 2 equated workload credits.
2. Applied music courses (Schedule Type A [Studio Course/Small Group Instruction/Small Ensemble] and Schedule Type M [Private Instruction]): 3 contact hours equal 2 equated workload credits. Senior Recital preparation is included.
  - a. Applied/studio faculty teaching an overload assigned by the administration will be compensated at a rate of .66 per contact hour.
3. Large Ensemble (MUEN) Schedule Type H [Ensemble]: 3 contact hours equal 4 equated workload credits.
4. Studio art courses (Schedule Type A [Studio Course/Small Group Instruction]: 3 contact hours equal 2 equated workload credits.

5. Physical education and wellness activity courses: 2 contact hours equal 1 equated workload credit.
6. Mentored courses are defined as those assigned by the administration which are low-enrolled and have been converted to x91 or x92. This definition applies to state support tuition courses only. Mentored courses:  $(.10) \times (\text{semester credit hours of the course}) \times (\text{number of students being mentored})$  equals equated workload credits.
7. Supervision of formal research experiences (Schedule Type I and J): Undergraduate research supervision assigned by the administration:  $(.10) \times (\text{semester credit hour of course}) \times (\text{number of students enrolled})$  equals equated workload credits.
8. Professional oversight of graduate internship students will be addressed through an independent arrangement between the faculty member and the administration and is not included in this workload policy. Exception: MSED in Counseling must adhere to CACREP guidelines.
9. Professional oversight of undergraduate internship/practicum students will be addressed through an independent arrangement between the faculty member and the administration and is not included in this workload policy.
10. Graduate Courses at the 600-level and above:  $(1.33) \times (\text{semester credit hours of the course})$  equals equated workload credit.
11. Supervision of student teaching:
  - a. Elementary Education and K-12/Special Education/Secondary Education: 1 student = .66 equated workload credit.
  - b. Early Childhood Education : 1 student = .33 equated workload credit
12. Supervision of junior field experience in the teacher education program:  $(.10) \times (\text{semester credit hours of the course}) \times (\text{number of students being supervised})$  equals equated workload credits.
13. Faculty who teach a face-to-face/DDN/hybrid class will not receive extra compensation.
14. On- line courses may be included as part of a unit faculty member's assigned teaching load.

### **Class Preparation**

The usual number of class preparations for faculty unit members will be 3 to 6 per semester. 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. Required class preparations exceeding 6 per semester will be discussed between the unit faculty member and the dean.

### **Office Hours**

Unless otherwise approved by the administration, faculty members are expected to maintain a minimum of six office hours covering at least four days per week.

**Compensation for Administrative Duties**

Compensation (including release time) for administrative duties is to be determined through an independent contract between the faculty member and the administration and is not subject to this workload policy.

**Faculty Senate President**

The Faculty Senate President shall receive 3 credits of release time or equivalent during his/her current term of office.

**Overload Compensation during the Academic Year**

Only faculty who are teaching more than 24 workload hours during the academic year are eligible for overload compensation. Faculty unit members who independently 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 Mentored Courses).

**Summer School Workload**

Per the 2008-2011 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. 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 on-campus and/or extended studies teaching assignments in the summer will not exceed 10 undergraduate or 7.5 graduate credit hours during the summer term (with no more than 7 undergraduate or 5 graduate credits in any four-week session). Any exceptions to this stipulation must be approved by the Provost/VPAA prior to a summer school contract being issued to the faculty unit member.

Faculty unit members who independently 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.

<u>Kathie Courtney</u> Kathie Courtney COHE Rep	<u>9-27-11</u> Date	<u>Thomas Hawley</u> Thomas Hawley Administrative Rep	<u>9/27/11</u> Date
<u>Alan Neville</u> Alan Neville COHE Rep	<u>9/27/11</u> Date	<u>John Meyer</u> John Meyer Administrative Rep	<u>9/27/11</u> Date
<u>James J. Kennedy</u> James Kennedy COHE Rep	<u>9/27/11</u> Date	<u>Alan LaFave</u> Alan LaFave Administrative Rep	<u>9/27/11</u> Date