

DIXIE STATE COLLEGE OF UTAH POLICIES AND PROCEDURES MANUAL	Section: 3-Faculty
	Policy No: 10 - Model
	Approved: 06/30/08
Policy: WORKLOAD MODEL	

Revisions approved by Academic Council 2008-2009 Academic Year

FACULTY WORKLOAD MODEL (reference Policy 3-10, Faculty Workload)

- 1.0 Instructional Workload: All full-time faculty will complete 30 lower division or 27 upper division workload factors (reference Board of Regent Policy R312 6.B.3.2) annually during Fall and Spring Semesters. This annual responsibility may be fulfilled through a variety of duties, with varying workload calculations, and may consist of daytime, evening, distance courses, and other types of instructional activities such as labs, etc. The workload of instructional duties will be calculated according to activity type and class size and programmatic level:

- 2.0 Credit Banking: Instructors may bank credits from semester to semester within a contract period, but all banked credits must be cleared. Banking of credits for individual faculty members is allowed if agreed upon in writing by the faculty member, department chair, and dean.

- 3.0 Course Cancellation: For a variety of reasons (low enrollment, classroom efficiency, instructor load, etc.), the dean may cancel scheduled courses. The dean has the right of assignment. In order to maintain fiscal and instructional integrity, deans, associate deans, chairs, and academic vice president shall maintain class size averages as determined by financial and pedagogical analysis.

- 4.0 Workload for Standard Courses: For most courses, faculty will receive one workload factor for each hour of weekly lecture.

- 5.0 Workload for Specified Activities: For the following, faculty will receive one workload factor for the total semester contact hours multiplied by .75.
Approved by Academic Council 4/7/09
 - 5.1 Participation-type PEHR Courses (Tennis, Golf, etc.).
 - 5.2 Applied Technology Labs (Auto Labs, Aero Labs etc.).
 - 5.3 Courses which, even though one credit, have two or more contact hours per week, such as MUS 1510, 1710, 1720, 1730, and 1740.

- 5.4 Individualized open-entry courses and activities such as the Fitness Center. Because the workload formula is based on total contact hours per semester, hours spent in these activities must be specifically accounted for.
- 6.0 Workload for Course Preparation: Four or more course preparations of lecture courses by a full-time faculty member in a single semester granting three or more credits will receive additional three workload credits if the number of preparations is the result of a departmental or institutionally determined critical need. The faculty member must accept the assignment, and then it must be approved in writing by the chair, associate dean, and dean. Also, additional workload will not apply to any course that is partially or in whole an overload course.
- 6.1 Courses granting the largest number of credits will be counted first in load calculation.
- 6.2 Compensation credit will be calculated before any applicable multipliers are calculated.
- 6.3 Compensation preparations will be considered in semester workload.
- 7.0 Workload for Upper Division courses: Because of Regent Policy R312, workload factors for all upper division courses will be calculated by the following formula:

$$(\text{regular workload}) * 1.11$$

For example, workload for ACCT 3010, a three credit course, will be 3.33 credits.

- 7.1 This formula will be applied after all other workload adjustments have been made. For example, workload for ENGL 3010, a three credit course that is subject to adjustment as a composition course, will be 4.44.
- 7.2 Upper division contract instruction (overload and adjunct) will be remunerated at the equivalent of 1.11 per workload factor. If the faculty member is teaching any upper division courses, overload will be paid at the upper division rate.
- 8.0 Workload for Upper Division Field-Based Education Courses: Certain classes in the upper division education curriculum have field-based practica that require students to travel to area district schools, where they observe or participate. Education faculty members must coordinate with schools and students, as well as travel to the field-based site for grading. Workload for upper division education courses with field-based components will be calculated by the following formula:
- $$(\text{Regular Workload}) * 1.35$$
- Approved Academic Council 11/4/08
- 9.0 Workload for Science and Nursing Labs: For conducting science and nursing labs, science and nursing faculty will receive one workload factor for each weekly contact hour of the lab.

- 9.1 GEOL 2310 labs, 150 hours of field trips: 4.5 workload factors.
- 10.0 Workload for CIS self-paced courses.
- 10.1 Full-time Faculty. Will receive three workload factors for five weekly instructional hours in the Computer Center. Twenty-five instructional hours in the Computer Center would be a full teaching load. This may be factored in with regular lecture class workload to an equivalent of the standard full time instructional load of 15 credits per semester. These instructional hours may include self-paced instruction time (floor time), preparation and maintenance of self-paced courses, and grading of self-paced courses. In addition, specified administrative duties as defined in Faculty Workload Policy, Policy 3-10, will be expected. Office hours will be kept as per campus policy.
- 10.2 Adjunct Faculty. Will be hired on a load hour basis with a five weekly contact hour minimum. The maximum hours will be determined by campus policy. The hourly rate will be based on a formula where five weekly contact hours is equivalent to a three-credit workload.
- 11.0 Workload for English courses: Workload for English 0990, 1010, 2010, 3010, and 3030 will be loaded at 4 workload factors for instructors before any other applicable workload factors.
- 12.0 Workload for Team-Taught Courses: Workload factors given for team-taught courses, those taught by two or more teachers who are primarily responsible for instruction and grading, will be divided among responsible teachers as determined by the dean, department chair, and the faculty. Individual teachers will not receive full workload for team-taught courses. Changes approved academic council 12/2/08
- 12.1 In cases where the work involved in instructing the course is as heavy for each as it would be in a course taught by a single teacher, with the academic vice president's approval, responsible teachers will divide the regular workload for the course multiplied by 1.5.
- 13.0 Workload for Concurrent Combined Level Courses: For example, there is not enough demand for either a beginning or an intermediate course of a given variety; however, when the two courses are combined, there is enough demand to justify teaching the two courses together. For example, there may not be enough demand for a specific type of beginning art course or an intermediate art course of the same variety; however, when the two courses are combined and offered concurrently, there is enough demand to justify the courses in a concurrent format. When beginning and intermediate courses are taught concurrently, the teacher will receive workload for one of the courses, but not both.
- 14.0 Workload for Music Courses: The music faculty are involved in two types of educational activities: academic instruction (which is classroom-based lecture and generally does not involve musical performance) and performance instruction (which is rehearsal hall or studio based and involves direct application of performing techniques). Performance instruction requires music faculty to produce several public performances and concerts as

well as provide musical selections for a variety of Dixie State College activities at the discretion of the President and the Faculty, Staff, and Alumni Associations. (e.g., commencement exercises and holiday events).

- 14.1 Academic instruction load will be calculated for the music program as it is for each of the other programs: one hour of weekly lecture = one workload factor.
- 14.2 Performance instruction for ensembles in the music program will be calculated by the following formula: one hour of weekly lecture or lab = 1.3 workload factors. Does not include Heritage Choir, Southwest Choral, Southwest Symphony (see section 18.18) (approved academic council 11/4/08)
- 14.3 Private instruction included as a part of the workload for full time faculty. Faculty would receive 2 credits of workload for every 3 hours of private instruction. The portion of regular workload assigned to private lessons will be approved by the department chair. Private instruction beyond the regular workload (overload) will be limited to 4 credit hours (or 6 hours of instruction) per semester. Overload and adjunct private instruction will be compensated directly through student fees.
- 14.4 Because of the above acknowledgment, there will be no additional workload reassignment granted for administration or the extra- and co-curricular activities of the music program.
- 14.5 Workload for Recital: No workload to be granted for Voice Recital, MUSIC 4890 or MUSIC 4891, Piano Recital and future music recital courses. These senior recital courses are taken concurrently with private instruction, therefore, workload/remuneration should not be granted for both.
- 15.0 Faculty teaching First Year Experience courses approved for 1 credit hour and requiring two contact hours per week will be compensated at 1 workload factor per contact hour. Approved Academic Council 4/7/09
- 15.0 Workload for Practicum Courses: PENDING – NOT APPROVED
- 16.0 Workload for Distance Education: Compensation for online courses will be at the same rate and in the same form as compensation provided for development of regular courses. Online class size shall be limited so they are no larger than equivalent on campus courses.
- 17.0 Exceptional Workload Arrangements: On very rare occasions, situations may arise that require unusual workload elements,-workload reassignment, workload calculation, etc. Such exceptions will require the approval of 1) the faculty member, 2) the department chair, 3) the division associate dean, 4) the school dean, and 5) the academic vice president before they may be implemented.
- 18.0 Workload for Administrative Duties: Faculty is asked to perform non-classroom administrative duties. Faculty performing several of these administrative duties--such as serving on committees, recruiting students in the department, and helping to formulate department policies--will receive no overload or contract compensation because these

duties are considered part of the faculty's regular job description that must be completed to support instruction. However, some administrative duties are so heavy that they require additional remuneration. Among these duties are such things as serving as newspaper ~~and radio~~ advisor, Faculty Senate President, or honors director. Faculty who perform the following duties will receive the amounts of workload factors indicated:

- 18.1 Advisor of DECA: 4 workload factors per year.
- 18.2 Advisor of PBL: 4 workload factors per year.
- 18.3 Advisor of VICA: 4 workload factors per year.
- 18.4 Honors Director: 4 workload factors per year.
- 18.5 Dixie Forum Coordinator: 6 workload factors per year.
- 18.6 Writing Center Coordinator: 4 workload factors per year.
- 18.7 Advisor to the Newspaper: 6 workload factors per year.
- 18.8 Advisor to the Southern Quill: 2 workload factors per year.
- 18.9 ~~Advisor to the Radio Station: 6 workload factors per year.~~ Approved academic council 11/4/08 to remove.
- 18.10 Faculty Senate President: 6 workload factors per year.
- 18.11 Science Museum Curator: 2 workload factors per year.
- 18.12 Campus Service Learning Director: 4 workload factors per year.
- 18.13 Developmental Studies Lead Instructors: 3 workload factors per year for two teachers, one in math and the other in composition.
- 18.14 Advisor of ACM (Association of Computing Machinery) Club: 4 workload factors per year.
- 18.15 Advisor of UCUR (Utah Conference on Undergraduate Research): 3 workload factors per year.
- 18.16 Department Chairs have authority to award from 1 to 3 workload factors to full time faculty per semester for exceptional recruitment projects beyond the scope of traditional recruitment. One workload release time must be equal to 15 or more hours of faculty work. Release time is not for service but for recruitment of non-DSC students to DSC.
- 18.17 Faculty Senate Special Assignments. Curriculum Committee Chair: 3 credits per semester. Other projects, particularly policy revisions and faculty development, to be negotiated by the Faculty Senate Executive Committee and the Academic Vice President, perhaps to be awarded to President-Elect, Past President, or other Faculty Senate members to work on these projects. May not be awarded every semester, may be divided into more than one reassignment: 3 credits per semester.

Following approved Academic Council 11/4/2008

18.18 Director or Associate Director of Heritage Choir, Southwest Choral, Southwest Symphony: 3.0 hours reassignment for each choir per semester.

Following approved Academic Council 12/2/08

18.19 Advisor of VITA (Volunteer Income Tax Assistance) Program – 3 credit workload for spring semester.

Following approved Academic Council 4/7/09

18.20 FYE (First Year Experience) Coordinator: 3 workload factors per semester (fall, spring and summer)

19.0 Associate Dean Workload:

19.1 Associate Deans will receive workload reassignment of 3 credits per semester and will be contracted for an 11 months salary.

20.0 Department Chair Workload:

20.1 Department Chairs will receive workload reassignment according to the number of student FTE generated by their departments: The department student FTE is divided by the school ratio of students to instructor (which will be calculated each fall and used fall and spring) to give the total reassigned time for the department chair. A guaranteed base of three (3) release-time factors will be made for each department.

20.2 Chairs will receive a stipend:

20.2.1 during the regular year of \$600 plus \$60 for each faculty FTE supervised per semester.

20.3 Each chair will be compensated on a 10 month contract (receiving 1 extra month's salary) to compensate for such demands as may be made during the summer months.

20.4 Department chairs will be awarded a 3 credit hour reassigned time per semester for administering baccalaureate degrees within the department.

20.5 Additional workload factors may be added at the discretion of the division associate dean in consultation with the school dean for specific to take on responsibilities not shared by all. Some examples may include but not limited to:

- Vocational and certificate programs including AAS degrees offered by the department.
- Development of a new degree.
- Department responsibilities for clinics, laboratories, shops, or other instructional areas where safety and occupational health concerns occur.

- Student placement workloads. For example, the evaluation of English and Math scores to place students.
 - Other specialty requirements should also be considered.
- 21.0 Theater Workload: Each year the theater program faculty will be allotted fifty-four workload factors of workload reassignment to be apportioned among the theater program faculty and any other person providing support to theater productions (including adjunct faculty, music program faculty who may support the vocal or musical aspects of theater, and all others) under the supervision of the director of theater in order to produce the theater productions for that year.
- 21.1 Annual Production Plan: Under the supervision of the Director of Theater, the theater faculty will develop an annual theater plan, including the number and titles of productions to be presented. This plan may include varied types and sizes of productions, chosen to ensure that –
- 21.1.1 The sizes and types of productions best meet students' needs for theater instruction.
- 21.1.2 The sizes and types of productions offer a varied, meaningful, and commercially viable theater experience for students and community alike.
- 21.1.3 The total production effort is appropriate to the number of workload factors of workload reassignment granted for the annual production plan. Although the annual production plan must confine itself to the number and types of productions which can be produced fairly and effectively within the limit of workload reassignment, that limit may change to reflect program growth.
- 21.1.4 All instruction relating to the productions, including all theatre workshop courses, will be included as part of the total workload factors designated for the annual production plan and will be counted as workload reassignment duties.
- 21.1.4.1 No faculty member will be granted both instructional workload factors and released time factors for the same assignment.
- 21.1.4.2 Approval: During Spring Semester, the annual production plan for the following academic year will be submitted in writing to the division associate dean, detailing the types and number of productions and the specific allocation of the fifty-four workload factors among the different theatre faculty members. The plan's allocation of workload reassignment factors must be reviewed and approved or disapproved by the Fine Arts Department Chair, associate dean, and dean.

22.0 Dance Workload: Each year dance program faculty will be allotted forty workload factors of workload reassignment to be apportioned among dance program faculty and any other person providing support to the dance company or dance productions (including adjunct faculty, and all others) under the supervision of the director of dance, approved by the chair, associate dean, and dean.

22.1 Annual Production Plan: The dance faculty will develop an annual dance plan, including the number and titles of productions to be presented. This plan may include varied types and sizes of productions, chosen to ensure that –

22.1.1 The sizes and types of productions best meet students' needs for dance instruction.

22.1.2 The sizes and types of dance performances are organized to offer meaningful dance experiences for students and community audience members.

22.1.3 The total dance performance effort will be appropriate to the number of workload factors of workload reassignment granted for the program.

22.2 All instruction relating specifically to the dance company will be included as part of the workload reassignment dance performance workload. No faculty member will be granted both instructional workload factors and workload reassignment workload factors for the same assignment.

22.3 During spring semester, the annual dance company performance plan for the following academic year will be submitted in writing to the division associate dean, detailing the performance plans for the dance company and allocating the dance and technical support workload factors among the concerned faculty members. The plan's allocation of workload reassignment factors must be reviewed and approved by the Fine Arts Department Chair, associate dean, and dean.

23.0 Art Workload:

23.1 Ceramics Studio Workload: Art program faculty will receive a total of three workload factors per semester to manage the ceramics studio. These workload factors will be allocated under the direction of the chair, associate dean, and dean.

23.2 Photo Studio Workload: Art program faculty will receive 1.5 workload factors per semester to manage the wet photo studio. These workload factors are to be allocated under the direction of the chair, associate dean, and dean.

Following approved academic council 12/2/08

23.3 Studio Art Workload: Studio art class workloads will be computed using a lab formula (.75 x contact hours).

24.0 Health Sciences Workload:

- 24.1 Dental Hygiene: Dental Hygiene program coordinator administrative workload release should be 24 credits per year calculated as follows:

Student FTE Base 0.6 X Clinical/Practicum Adjustment Factor 2 = 1.2
Adjustment for below 3 = 3 + degree administration 3 = Total reassigned time
6/semester or 12/year + additional yearly 12 = 24 workload release factors for
fall and spring semesters. Summer semester is administrative only.

- 24.2 Nursing: Nursing program director administrative workload release should be 24 credits per year calculated as follows:

Student FTE Base 3 X Clinical/Practicum Adjustment Factor 3 = 9 + degree
administration 3 = Total reassigned time 12/semester or 24/year

- 24.3 Medical Radiography: Medical Radiography program coordinator administrative workload release time should be 9 credits per year calculated as follows:

Student FTE Base 0.3 Adjustment for below 3 = 3 per semester/6 per year
+ additional yearly 3 = 9 credits per year

- 24.4 EMS/Paramedic: EMS/Paramedic program coordinator administrative workload release time should be 9 credits per year.

- 24.5 Respiratory Therapy: Respiratory Therapy program coordinator administrative workload release time should be 9 credits per year calculated as follows:

Student FTE Base 0.3 Adjustment for below 3 = 3 per semester/6 per year
+ additional yearly 3 = 9 credits per year

- 24.6 Physical Therapist Assistant: Physical Therapist Assistant program coordinator administrative workload release time should be 9 credits per year calculated as follows:

Student FTE Base 0.3 Adjustment for below 3 = 3 per semester/6 per year
+ additional yearly 3 = 9 credits per year

Approved by Academic Council 4/7/09

25.0 Limit on Overload: (see policy 3-10)

Following approved Academic Council 11/6/07 (may conflict with Workload Policy 3-10)

- 25.1 When faculty base salaries remain within 10% of equity benchmarks, the limit on faculty overload will be limited to one full course per year. Exceptions are subject to the approval of the Vice President Academic Services.

26.0 Class Size: TABLED – NOT APPROVED