

Faculty,

The following document is the result of much work by the academic deans and vice president to update and improve the 1988 workload policy. It contains a discussion of the policy followed by two appendices listing specific applications of the policy. The document has been approved by the academic deans and vice president for a one-year trial implementation, but we do want to invite your review and comments. We encourage you to read the policy carefully and share your thoughts with your dean.

### Snow College Workload Policy

16 August 1999

1. Workload is a quantification of the work performed by faculty. It is not intended to address the issue of “quality” of the work performed. Quality is evaluated in other ways by colleagues, administrators, and students.
2. The purposes of the workload policy are threefold:
  - a. To assist in achieving equity in the work assignments and responsibilities of faculty.
  - b. To assist in determining personnel needs.
  - c. To assist in communicating to faculty members what is expected as a full load, allowing faculty to know when and to what extent they have met this minimum quantitative criteria for satisfactory service.
3. The normal expectation will be that faculty will work a full load as measured by the workload policy. Workloads will be monitored by the appropriate dean and the vice president for academic affairs to help ensure this situation.
4. The standard measure of workload is the number of credits taught. A full load normally will be considered to be within the range of 29-32 credits per year.
5. Some approved institutional activities do not generate student credits hours, e.g., serving as a department chair. Those activities that are approved will be assigned a credit-hour equivalency (CHE) and added to the credit-hour count. In the appendices of this document are listings of the approved activities within their assigned CHEs.
6. The expectation is that the average load for all full-time faculty at the College will be 30 credits or CHEs per year as directed by the Utah Stake Board of Regents. Normally, no more than 10 CHEs from the list of Specific Activities or Assignments in Appendix B will be counted as part of a faculty member’s load in an academic year.
7. It will be the intent of the College to not ask anyone to teach more than 16 credits or CHEs per semester or 32 credits or CHEs per year during the regular daytime hours (normally between the hours of 7:30 a.m. and 5:30 p.m.). The creation of overloads will be discouraged and avoided where possible. On those infrequent occasions when faculty will be asked to teach an overload course during the daytime, additional payment will be considered when the total number of credits taught and any additional CHEs approved from the list of items included in Appendix A exceed 32 for the academic year. Additional payment for overload teaching during

the daytime must be approved first by the dean and vice president for academic affairs. If any payment for daytime overload is approved, it will be made on or about January 31 of each year. Additional duties may be assigned to faculty members who are judged to be underloaded by the dean and the vice president for academic affairs. (Payment for courses taught off campus or after 5:30 p.m. will not be considered to be overload for purposes of this workload policy. A faculty member may count, on occasion, the teaching of courses off campus or after 5:30 p.m. as part of his/her regular load, for which no additional compensation would be paid.)

8. In addition to instructing all assigned classes as scheduled, faculty members are expected to: maintain a minimum of five office hours per week for consultation with students, more are encouraged; share in administrative duties that are necessary to support instruction, such as cooperating in the recruiting and advising activities of the division; attend all faculty, department, and division meetings; attend certain extra- and co-curricular activities; and serve on such department, division, and college committees and task forces as requested. Such involvement is assumed to be part of the professional responsibility of college faculty and will not be given CHEs. Faculty who are not involved in such administrative duties, e.g., advising or campus committees, will be assigned comparable tasks in service to the College.

#### Credit-Hour Equivalentents (CHEs) Defined

Activities which do not generate student credit hours, e.g., directing a play or serving as department chair, may be granted CHEs. The division deans and the vice president for academic affairs will be responsible for approving CHEs. At least three deans located on the Ephraim campus, plus the vice president for academic affairs, must agree on any proposed CHE. A list of the approved equivalencies will be maintained in the office of the vice president for academic affairs.

It is assumed in this policy that most classes require 1.5 hours out of class for preparation and evaluation for each credit hour assigned to the class. If a normal load is expected to average 15 credits per semester, the work time is assumed to be at least 2.5 hours per credit X 15 credits = 37.5 hours per week for class preparation, time in class, and evaluation of student work. It is assumed, therefore, that one CHE will equal 37.5 clock hours of time spent on the approved activity. It is also assumed that faculty will be involved in other campus activities for which CHEs are not assigned which, when added to class time, should total to a minimum work week of 40 hours (see #8 above).

Conversion Formula: One CHE equals 2.5 hours spent per week or 37.5 hours per semester. Activities which merit less than one CHE can be determined as follows:

- .8 CHE = 2 hours per week or 30 hours per semester
- .6 CHE = 1.5 hours per week or 22.5 hours per semester
- .4 CHE = 1 hour per week or 15 hours per semester
- .1 CHE = .5 hours per week or 7.5 hours per semester

## Classroom and Lab Teaching

- \*\* Courses where the contact hours do not equal the credit hours: The CHEs to be assigned will be based on the conversion formula shown above. No class will be given more CHEs than 2 times the number of credits assigned to the course.
- \*\* English composition classes: 3.8 CHEs per class. Other courses which require excessive preparation or evaluation time may be considered for additional CHEs.
- \*\* Large classes: .2 CHE additional per CH for 40+ enrolled students, .3 for 50+, .4 for 60+. The actual enrollment will be taken from the official third-week report.
- \*\* Low-enrollment classes: Cancel class is < 10 students are enrolled. If course must be carried, half load will be given if enrollment is less than or equal to 5. Exceptions must be approved by the deans and vice president.
- \*\* Multiple preparations:  $(\text{Total CH} \div \# \text{ of classes}) \times (\# \text{ of preparations} - 3) \times (.2 \text{ CHE})$ . Calculations are done each semester.
- \*\* New preparations: .2 CHE additional per CH. Applies to all courses taught by new faculty, new courses to the curriculum, or any course that has not been taught by a given faculty member for more than two years. Only full-time faculty are eligible.
- \*\* When two or more different courses or sections are taught at the same hour by the same teacher, the credits from only one course will be counted.
- \*\* When two or more teachers team teach a course, no more than a total of 1.5 times the CHEs assigned to the course will be allowed.

## Appendix B

### General Activities or Assignments

- \*\* advising: add .5 CHE if assigned > 50 advisees.
- \*\* dean: 5 CHE for 1-9 division members, 6 CHEs for 10-19 members, 7 CHEs for 20+ members. The number of CHEs assigned will be prorated for adjunct teachers supervised and for regular faculty members with split assignments between divisions.
- \*\* department chair: 1 CHE or 1-4 department members, 2 CHEs for 5-9 members, 3 CHEs for 10+ members. The number of CHEs assigned will be prorated for adjunct teachers supervised and for regular faculty members with split assignments between divisions.
- \*\* recruitment: subject to approval
- \*\* special assignments: subject to approval
- \*\* special travel: subject to approval
- \*\* student club advising: subject to approval

### Specific Activities or Assignments

- \*\* Accounting lab supervisor: 2CHEs
- \*\* Band administration & performance: 2 CHEs
- \*\* Biology stock room supervision: 2 CHEs
- \*\* Chemistry stock room supervisor: 2 CHEs
- \*\* Choreography for dance class: 2 CHE per CH
- \*\* Clothing and foods lab supervisor: 2 CHEs

- \*\* Convocation coordinator: 3 CHEs
- \*\* Coordinator of Biology 1010/insect museum: 1 CHE
- \*\* Coordinator of Macintosh users: 1 CHE
- \*\* Curator of herbarium: 1 CHE
- \*\* Curator of gallery: 3 CHEs
- \*\* Dance administration & Performance: 1 CHE
- \*\* Dark room supervision: 1 CHE
- \*\* Day Care Director: 5 CHEs
- \*\* Director of play or musical: 4 CHEs per play
- \*\* Engineering computer lab supervision: 1 CHE
- \*\* Forensics coaching: 4 CHEs
- \*\* Greenhouse maintenance: 2 CHEs
- \*\* Honors Program Director: 1 CHE each for two people
- \*\* International Center Director: 10 CHEs
- \*\* International Center assistant director: 4 CHEs???
- \*\* Jazz administration & performance: 2 CHEs
- \*\* Math Lab Director: 2 CHEs
- \*\* Music Director for a theatre production: 3 CHEs
- \*\* Orchestra administration & performance: 3 CHEs
- \*\* Radio station supervision: 3 CHEs
- \*\* Set designer of play or musical: 3 CHEs per play
- \*\* Snowdrift Advisor: 3 CHEs
- \*\* VITA club supervision: 2 CHEs during spring semester
- \*\* Vocal music administration & performance: 2 CHEs
- \*\* Weather station supervision: 2 CHEs
- \*\* Weeds advisor: 1 CHE per year
- \*\* Wood shop maintenance: 1 CHE
- \*\* Writing Lab supervision: 4 CHEs