

**GOOD SAMARITAN COLLEGE OF NURSING AND HEALTH SCIENCE  
CINCINNATI, OHIO**

**POLICY TITLE: TEACHING FACULTY WORKLOAD**

The workload assigned to each teaching faculty member will be compatible with the maintenance of quality in the fulfillment of the following teaching responsibilities based on academic rank: professional competency in teaching, scholarship and academic citizenship. Faculty workload will include activities in these following areas:

- A. Professional competency in teaching includes, but is not limited to: course preparation, course instruction, and development of new courses, curriculum review and revisions, office hours, student advising/tutoring, mentoring new faculty, departmental meetings and committee work.
- B. Scholarship includes, but is not limited to: discipline related organizations and activities; discipline related studies and research, publications, performance; continuing education for advanced degrees or specialty certification; independent work in own discipline.
- C. Academic citizenship includes activities which enhance faculty skills that promote student learning and the college. These include, but are not limited to: participation in student orientation and activities; attendance at official college functions; participation in continuing education (workshops, seminars, or conferences) and faculty development activities; participation in community activities; participation in continuous improvement activities.

Faculty members are responsible for their respective designated teaching workload, office hours, advising, and committee appointments. In courses that are team taught, faculty share responsibility for course development, planning, classroom and clinical/lab instruction (when applicable), and evaluation. There is no on-campus time requirement beyond meeting workload responsibilities.

Faculty workload will be established between the faculty member and the Department Chair. Each faculty member will bring their completed Faculty Data Sheet (FDS) to this meeting. Faculty will be expected to demonstrate how their work will meet their respective job description and academic rank.

**I. Teaching Workload**

- A. Full-time workload is determined by the course to which the faculty member has been assigned.

The minimum teaching workload should not be less than 16-18 contact hours per week for one semester or an average of 17 hours per semester per academic year.

- B. Part-time Faculty (Permanent Faculty): The part-time faculty workload ratio is two (2) paid, scheduled work hours to one (1) contact hour (2:1 ratio). This ratio permits the part-time faculty member to have office hours, advising, committee assignment, and additional teaching/citizenship responsibilities on a proportional basis.
- C. Optional/Adjunct Faculty: Teaching workload is determined at the time the contract is established.

**II. Other Workload Hours**

- A. Activities continuing generally on a weekly schedule throughout the semester are counted toward teaching workload requirements. A one-time concentrated assignment of significant time commitment is averaged over the semester to determine workload credit. The contact hours are agreed upon by the faculty member, respective Department Chair, and Dean, Academic Affairs, prior to the beginning of the semester. Examples of contact hours for selected faculty activities are:

<u>Activity</u>	<u>Contact Hour</u>
1. Strategic initiatives (assigned by Dean, Academic Affairs)	determined by complexity of project, anticipated time commitment, and urgency.
2. Special Projects (assigned by Department Chair with approval of Dean, Academic Affairs)	determined by complexity of the project, anticipated time commitment, and urgency.

**III. Availability**

Faculty are expected to be accessible to students by appointment and will establish posted office hours. Faculty are expected to have at least five designated hours available on a weekly basis to meet with students. Faculty may determine their individual accessibility by email, phone contact &/or text and relay this information to their respective students. Part time faculty members' office hours are to be determined between the faculty member and their Department Chair.

**IV. Mentoring**

Faculty assists in the learning process by providing support and guidance to students. The faculty act as listeners, helping students with concerns and the education process. When the situation arises, faculty will direct students to the appropriate resources.

## V. Committee Appointments

Faculty (full and part time) are expected to participate in the shared governance of the College through its system of committees as outlined in the Bylaws of the College Assembly. Faculty are members of the College Assembly. Each full time faculty is a member of at least one standing committee, subcommittee or Ad Hoc committee. Part time faculty may participate in standing committees or other committee assignments as negotiated with the respective Department Chair and Dean of Academic Affairs. Other committee assignments will include, as applicable: course/level subcommittees; admissions; testing; and/or special task forces.

## VI. Overload

In general, overload is approved for blocks of credit or contact hours, indicative of a complete course or a full clinical/laboratory section. Overload is generally limited to one semester. All overload commitments undertaken for supplemental compensation will require prior approval of the Dean of Academic Affairs. Overload compensation will be calculated based on the faculty member's equivalent hourly salary. Projects requiring more than a semester should be arranged on a released time basis

Approved By: Morris Cohen Date: 04/11/13

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Responsible Committee: Professional Development Committee