UTAH SYSTEM OF HIGHER EDUCATION

February 18, 2022

Southern Utah University Revised Faculty Workload Policy (SUU Policy #6.27)

The Academic Education Committee is asked to consider an update to Southern Utah University's Faculty Workload Policy (SUU Policy #6.27) in compliance with Board of Higher Education Policy R485, Faculty Workload Guidelines.

Board Policy R485 outlines principles for determining a reasonable workload of activities that constitute a full-time instructional load for Utah System of Higher Education (USHE) faculty members paid with Instructional Education and General Funds. At all degree-granting USHE institutions, faculty are expected to prepare and teach classes; assess student performance in classes; develop course and major curricula; participate in shared academic governance through service on institutional committees; engage in scholarly study, research, and similar academic activities; and provide public service related to their faculty role as appropriate in their surrounding communities. Per Policy R485, the nature of a full-time instructional load will vary according to the mission and roles of individual USHE institutions, the student populations being served (which may range from remedial education to doctoral dissertation supervision), and the particular requirements of academic disciplines. Faculty work is codified and reported to the Office of the Commissioner annually.

The presidents, faculties, and institutional boards of trustees are responsible for creating institutional faculty workload policies that reflect the institutions' role and mission, student population, and academic disciplines within the parameters outlined in R485. Southern Utah University has revised its Faculty Workload Policy (SUU Policy #6.27) and is submitting it to the Utah Board of Higher Education for final approval. The policy was developed in conjunction with SUU's Office of the Provost, the Dean's Council, the Faculty Senate, and the Office of Institutional Research, underwent a 21-day campus review, and was approved by the SUU Board Trustees on January 21, 2022.

Among other important updates, the policy now defines and standardizes faculty work for certain types of instruction, like labs and music instruction, that in the past were calculated on an individual basis and will now be recognized and reported more consistently. The policy is in keeping with the guidelines of R485. It reflects the expectation that faculty at regional universities should engage in 24 instructional credit hours per academic year, along with scholarly work and the "service" associated with shared governance.

Commissioner's Recommendation

The Commissioner commends SUU and its Faculty Workload Committee for its efforts to update SUU Policy #6.27 and recommends the Academic Education Committee review it and forward it to the full board for approval as the committee determines appropriate.

Attachments

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Office of the
PRESIDENT

MEMO

To: David R. Woolstenhulme, Commissioner, Utah System of Higher Education
CC: Julie Hartley, Associate Commissioner of Academic Education
        Geoffrey Landward, Deputy Commissioner and General Counsel
From: Mindy Benson, Interim President, Southern Utah University
Date: February 1, 2022
RE: Revised Faculty Workload Policy (SUU Policy #6.27)

Consistent with the Utah System of Higher Education (USHE) policy R485 (Faculty Workload Guidelines), Southern Utah University (SUU) is submitting for review and approval by the Board of Higher Education a copy of our updated faculty workload policy (SUU Policy #6.27). Enclosed is a revised copy of this policy that was approved by the SUU Board of Trustees on Friday, January 21, 2022.

The revisions to SUU Policy #6.27 are wholesale; the existing policy is being replaced by an entirely new policy. That being said, many passages of the existing policy have been used throughout the new policy. A summary of the revision process and specific changes to this policy are presented below.

The Office of the Provost has worked closely with the Deans' Council, Faculty Senate, and the Office of Institutional Research & Assessment to develop a new workload policy that accurately reflects expectations related to faculty workload with respect to assigned teaching responsibilities. Under the leadership of Dean Jean Boreen, a Faculty Workload Committee developed the bulk of these revisions, which ensure that SUU remains in compliance with USHE workload policy expectations and accurately calculates overload teaching compensation. Finally, these revisions integrate a variety of "exceptions" that have historically been calculated on an individual basis. As a result, this new policy streamlines those calculations and more accurately reflects actual faculty effort when teaching certain types of courses.

After receiving approval from the Deans' Council and the Faculty Senate, revisions to SUU Policy #6.27 proceeded to the President's Council for a "first read" and then followed by a 21-day campus review. Several minor revisions were made based on feedback received. Then, the President's Council conducted a "second read" of this policy and voted to advance the policy revisions to the Board of Trustees for approval. The SUU Board of Trustees approved the revised policy on Friday, January 21, 2022.

Ultimately, we believe these policy revisions will make more transparent the important balance of the following critical considerations: complying with USHE expectations, ensuring accurate

overload teaching compensation, and reflecting actual faculty effort to deliver high quality instruction to SUU students.

In terms of budget implications, we asked Dr. Christian Reiner (Executive Director of Institutional Research & Assessment) to calculate the differential faculty workload based on current practice (with the "exceptions" noted above) and this new policy revision. Based on his analysis, these policy revisions related to workload calculations would not have a significant impact on existing budgets nor would it require significant adjustments to instructional needs.

Importantly, Dr. Reiner has also been in contact with Mr. Brian Shuppy (Senior Assistant Commissioner for Budget and Planning) to ensure SUU's course codes are aligned with the USHE course code categories that are used for official reporting. Based on feedback received, we do not anticipate that SUU's revised faculty workload policy will generate any difficulties with respect to compliance or reporting.

According to USHE policy R485 ([Faculty Workload Guidelines](#)), faculty at "metropolitan/regional universities" (including SUU), are expected to complete an average of 24 Instructional Credit Hours (ICH) per academic year (approximately 12 ICH per semester). This ordinarily translates into four (4) three-credit courses per semester. Teaching assignments that include labs, studios, supervised instruction, and other types of instruction will vary slightly from this calculation, as determined by this new policy revision. Revisions to Policy #6.27 will ensure that SUU continues to comply with this USHE expectation.

Beyond compliance with USHE expectations, this policy revision helps to clarify faculty workload calculations in important areas. Key revisions to this policy include updates to the following broad topics: definitions, course types, workload calculations, faculty course preparations, faculty office hours, how student enrollment is determined, and how workload is calculated for variable-credit and cross-listed courses.

In what follows, a summary of specific changes is included according to these broad topics.

- Definitions: updated and clarified definitions for many key terms, including:
    - Credit Hour
    - Contact Hour
    - Course Preparation
    - Instructional Credit Hours
    - New Course Types (see below)

- Course Types: updated and clarified existing course types; introduced and defined six (6) new course types and their associated workload calculations:
    - Applied Music (XAPL)
    - Dissertation/Doctoral Project and Clinical Training Supervision (XPCL)
    - Increased Contact (XINC)
    - Music Ensembles (XENS)
    - Nursing Clinical (XNCL)
    - Teaching Supervision (XTSP)
      (Note: the addition of the XPCL course type is necessary for implementation of SUU's new Psy.D. program.)

- Workload Calculations: updated and refined workload calculations for new and existing course types to better reflect the actual effort required to carry out the assigned workload; updated workload calculation tables, including:
  - Table 1: ICH Multiplier was clarified regarding how and when student enrollment is calculated and for which course types that such a multiplier is appropriate;
  - Table 2: ICH Calculation was modified with respect to updated definitions and the 6 new course types; these modifications include adjustments to the formula used to calculate faculty workload.

- Faculty Course Preparations: clarified what is meant by faculty preparations and incorporated all relevant language from Policy 6.35, therefore allowing that policy to be repealed.

- Office Hours: clarified that faculty office hours may be face-to-face or virtual, based on consultation with the Department Chair.

- Student Enrollment: clarified that student enrollment (as a factor in the ICH multiplier of courses in Table 1) is determined by the number of students registered for the course at a specific point in time for a specific purpose (i.e., for the purpose of determining the overall enrollment for the institution vs. enrollment in a course for workload calculations and overload compensation).

- Variable Credit and Cross-Listed Courses: clarified that variable-credit courses use a different ICH calculation; clarified workload calculation for cross-listed courses.

Overall, we believe that revisions to these faculty workload calculations and overall policy will accomplish the following:
- better reflect the effort and expertise of the faculty who must provide instruction in order to ensure students have the support to achieve the learning outcomes associated with different types of courses;
- help to refine and clarify issues related to faculty workload;
- bring about better transparency and equity issues with respect to calculating workload and overload compensation; and
- ensure that SUU continues to support faculty in their work to deliver a high-quality education to our students.

Thank you for considering this revision to SUU Policy #6.27 (Faculty Workload). Please let us know if you have any questions or concerns about the proposed revision and repeal.

I.   PURPOSE

This Policy implements Utah State Board of Higher Education Policy R485 *Faculty Workload Guidelines*. It sets out standard workload calculations that reflect different instructional types and provides requirements for adjustments to standard workload calculation. It also provides management and approval procedures for Faculty Workload.

II.   REFERENCES

   A.   Southern Utah University Policy 5.32 *Part-Time and Temporary Employment*
   B.   Southern Utah University Policy 6.0 *Definition of Faculty*
   C.   Southern Utah University Policy 6.1 *Faculty Evaluation, Promotion, and Tenure*
   D.   Southern Utah University Policy 6.2 *Academic Officers*
   E.   Southern Utah University Policy 6.9 *Supplemental and Overload Compensation to Faculty and Academic Administrators*
   F.   Southern Utah University Policy 6.28 *Faculty Professional Responsibility*
   G.   Utah State Board of Higher Education Policy R312 *Utah System of Higher Education and Institutional Missions and Roles*
   H.   Utah State Board of Higher Education Policy R485 *Faculty Workload Guidelines*

III.   DEFINITIONS

   A. **Academic Year:** An Academic Year consists of Fall and Spring semesters.

   B. **Credit Hour:** A Credit Hour of work is the equivalent of approximately 50 minutes of class time or 60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit.

   C. **Contact Hour:** The time a Faculty Member is required to spend in direct contact with students over the course of a class per week as approved through the curriculum process. For example, a face-to-face, three-credit lecture-based course would meet for approximately 150 minutes per week and result in three (3) Contact Hours.

   D. **Course Preparation:** The amount of effort associated with preparing and delivering instruction for a unique prefix and course number within an Academic Year.

   E. **Cross-listed Course:** A single course that is offered for registration under two (2) or more CRNs (Course Registration Number) with the same instructional type. In most cases, the course content is the same/similar for everyone participating and would be taught at the same time by the same instructor.

F. **Faculty or Faculty Member:** "Faculty" or "Faculty Member" refers to personnel as defined in University Policy 6.0, as amended from time to time, and incorporated by reference.

G. **Faculty Workload Plan:** A report that sets out the ICH and related information for each Faculty Member; it is submitted for appropriate approvals, as set out in this Policy.

H. **Instructional Credit Hours (ICH):** Instructional Credit Hours (ICH) are a measure of faculty effort and are calculated based on the Credit Hours, course type, Contact Hours, and/or student enrollment, as further set out in this Policy.

I. **Student Credit Hours (SCH):** This is the sum of Credit Hours generated by all enrolled students in a given class.

J. **USHE:** Utah System of Higher Education.

K. **Course Type Definitions and Codes:**

1. **Applied Music (XAPL):** Private music lessons requiring one-on-one or small group instruction and training.

2. **Conferences and Workshops (XCON):** Classes that are not part of the regular curriculum and/or are not taught on a full-term or equivalent to a full-term basis.

3. **Dissertation Credit (XDIS):** Faculty supervision of Dissertation Credit (for dissertation chair only).

4. **Dissertation/Doctoral Project and Clinical Training Supervision (XPCL):** Clinical supervision related to the Doctoral Program in Clinical Psychology.

5. **Increased Contact (XINC):** Courses requiring increased Contact Hours but not increased Faculty effort.

6. **Individualized Instruction (XINV):** Classes with no defined clock hours where students register term by term and credits offered may not exceed the published Credit Hour value of an equivalent standard fixed-credit class (e.g., directed readings, independent study/projects).

7. **Laboratory (XLAB):** Separate section laboratory setting course (can be credit or non-credit; four-credit ICH maximum).

8. **Music Ensembles (XENS):** Performance ensemble courses requiring Faculty to present a series of student performances as well as provide instruction.

9. **Nursing Clinical (XNCL):** Direct or indirect supervision of students during clinical/laboratory classes in the nursing program. Faculty Members are responsible for scheduling, coordination, preparation, and supervision of each clinical and/or laboratory session, which may include direct instruction, evaluation, and documentation.

10. **Other (XOTH):** All other instructional activity that generates formal Credit or Contact Hours. To be used in rare circumstances where other course types are not appropriate.

11. **Regular Classes with Incorporated Lab (XLEL):** Standard fixed-credit classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.

12. **Regular Classes without Lab (XLEC):** Standard fixed-credit classes where instruction occurs in traditional classroom settings or distance education courses and where Credit Hours equal Contact Hours.

13. **Supervised Instruction (XSUP):** Faculty supervision at remote sites that generate Student Credit Hours (e.g., internships, clinicals, cooperative education, and practica).

14. **Teaching Supervision (XTSP):** Faculty supervision of student teaching fieldwork experience.

15. **Thesis Credit (XTHE):** Faculty supervision of thesis credit (for thesis chair only).

IV.   POLICY

   A. Workload Expectation for Full-Time Faculty

1. Workload Requirement: The institutional teaching workload for University full-time Faculty shall be an average of 24 ICH each year or 12 ICH each semester for tenured or tenure-track Faculty and 30 ICH each year or 15 ICH each semester for non-tenure-track Faculty.

2. The University expectation is no more than 15 unique ICH of Course Preparation per Faculty Member per Academic Year. Exceptions to this Policy may be made by Department Chairs in consultation with the affected Faculty Member and with the approval of the College/School Dean. Justification for such an exception may include, but is not limited to, Faculty expertise/qualifications and/or the instructional needs of the department.

3. Other Expectations of full-time Faculty: The standard teaching workload includes all course types, course delivery modalities, and Course Preparations. Faculty Members are also expected to assume other professional responsibilities such as

advising/mentoring students, maintaining a minimum of five (5) publicly posted office hours per week, performing campus and public service, and engaging in scholarly and creative activities. Office hours may be face-to-face or virtual based on consultation with the Department Chair. Annual service on campus committees or workgroups (e.g., standing committees, ad hoc committees or workgroups, etc.) or off-campus committees (e.g., boards, professional organizations, etc.) is expected as part of the basic workload of a Faculty Member.

B. ICH Calculations per Course Type

1. ICH shall be calculated following the methodology set forth by USHE for calculating Faculty Workload for state reporting.

Table 1: ICH Multiplier

Student Enrollment[1]	ICH Multiplier
1 - 59	1
60 - 100	1.2
101 - 150	1.4
151 - 200	1.6
201 or more	1.8

[1] Student enrollment is determined by the number of students registered for the course at a specific point in time for a given purpose (e.g., Faculty Workload report or compensation).

Table 2: ICH Calculation

Course Type[2]	Calculation Source	ICH Calculation
XLEC	USHE	Credit Hours × ICH Multiplier
XLEL	USHE	((Credit Hours + Contact Hours)/2) × ICH Multiplier
XLAB	USHE	((Credit Hours + Contact Hours)/2) × ICH Multiplier
XINC	SUU	Credit Hours
XSUP	USHE	SCH/20

XINV	USHE	SCH/10
XENS	SUU	Contact Hours
XAPL	SUU	SCH/3
XTSP	SUU	SCH/5
XTHE	USHE	SCH/6
XDIS	USHE	SCH/3
XCON	SUU	Credit Hours × ICH Multiplier
XOTH	SUU	SCH/15
XPCL	SUU	SCH/3
XNCL	SUU	((Credit Hours + Contact Hours)/2) × ICH Multiplier

[2] Variable-credit courses will use SCH/enrollment rather than course Credit Hours.

C. Exceptions to ICH Calculations: On very rare occasions, situations may arise that require exceptions to ICH calculations. Such exceptions will require the approval of the Department Chair, the Dean, and the Provost, after consultation with the Faculty Member. Justifications may include, but are not limited to, the type of course and accreditation requirements.

D. Team Teaching: For team teaching by Faculty Members or administrators with academic rank, teaching one (1) or more classes shall receive a percentage of ICH proportionate to the assignment (e.g., two instructors equally sharing the teaching load would each receive 50% of the ICH towards their workload).

E. Cross-listed Courses: ICH for a Cross-listed Course is computed as a single course.

F. Process and Responsibilities for Managing Workload

   1. Department Chairs shall assign teaching activities for each Faculty Member after consultation with the Faculty Member. The workload associated with the activities shall comply with this Policy and any additional procedures, criteria, and calculations set forth at the College/School level by the Dean. Department Chairs may decide on the appropriate number of Course Preparations as part of the Faculty Members' other expectations and consider the same in managing workload; the number of Course Preparations will vary across and among departments. Each Faculty Workload Plan is subject to approval by the Dean.

   2. The Department Chair shall assign Faculty Members to committees, after consultation with the Faculty Members. The assignment is subject to

approval by the Dean.

3. Deans may implement College/School-level criteria and procedures to supplement, but not conflict with, this Policy that impact workload calculations, subject to the Provost's approval.

4. Each Dean will submit annual Faculty Workload Plans for all Faculty Members in their College/School to the Provost's Office by the second Friday of April of each year for review and approval for the following Academic Year.

G. Reassignment Time

1. Academic Administrators: For any instructional workload assigned to an academic administrator, that administrator shall receive ICH counted as their workload commensurate with the scope of the activity.

   a. The administrative workload for a Department Chair is considered the equivalent of six (6) ICH of reassigned time per semester.

   b. Administrative workload for Associate Department Chairs and Graduate Program Directors is the equivalent of three (3) ICH of reassigned time per semester.

2. Faculty Senate Leadership

   a. The President of the Faculty Senate receives the equivalent of six (6) ICH of reassigned time per semester. The Vice President of the Faculty Senate (President-Elect) receives the equivalent of three (3) ICH of reassigned time per semester. This reduction must be coordinated by the Faculty Senate President and the Faculty Senate Vice-President with their respective Department Chair, their Dean, and with the Provost.

3. Faculty

   a. The primary responsibility for Faculty Members is teaching. The Department Chair, along with the others in the approval chain, shall consider this primary teaching role when considering reassigning a Faculty Member from a teaching assignment.

   b. Upon the approval of the Department Chair, the Dean, and the Provost, and after consultation with the Faculty Member, the Department Chair may reassign the Faculty Member from their normal workload to complete special duties and studies for the University, department, or program. Such activities may include, but are not limited to, teacher licensing, accreditation, university leadership assignments, curriculum development, research, studies, program assessments, and other relevant activities.

   c. In the rare event that the reassignment impacts the Faculty Member's ability to meet promotion and tenure (P&T) criteria, a written record of the reassignment stipulating any exceptions or waivers to P&T criteria, signed by the Provost, Dean, Department Chair, and Faculty Mentor Team will be provided to the Faculty Member prior to the reassignment. The applicable

Faculty Member shall have responsibility for clarifying any impact prior to the reassignment.

H. Instructional Overloads

1. A Department Chair may make a request for Instructional Overload assignment for a full-time Faculty Member, after consultation with the Faculty Member. The request for Instructional Overload is subject to the approval process for instructional overload budget approvals outlined in SUU Policy 6.9.

2. A Faculty Member or administrator with academic rank, in a semester when they are under contract, shall teach no more than six (6) ICH as an Instructional Overload. This includes, but is not limited to, associated laboratory classes and/or courses offered through self-support.

3. During a semester when a Faculty Member is not under contract, their teaching workload will total no more than 18 ICH.

4. Overloads for Faculty Members on reassignment, overloads for Faculty Members on sabbatical leave, and/or any exceptions to these maximum ICH are subject to the approval of the Provost.

V.   RELEVANT FORMS/LINKS

N/A

VI.   QUESTIONS/RESPONSIBLE OFFICE

The responsible office for this policy is the Provost/Vice President for Academic Affairs. For questions about this policy, contact the Office of the Provost.

VII.   POLICY ADOPTION AND AMENDMENT DATES

Date Approved: June 15, 2001
Amended: May 6, 2011; May 4, 2012; May 3, 2013; January 21, 2014; January 21, 2022