



## **Faculty Workload Policy**

Snow College faculty are devoted teachers who have very heavy responsibilities. Faculty responsibilities are meant to enrich students' learning experiences and change lives. This document is meant to define what the basic full time faculty workload for a Snow professor is, so we can maintain high standards of excellence in teaching and acknowledge the great things our teachers do that are beyond professional expectations. This workload policy is a living document and may be modified by the Deans Council with the approval of the College Council and the Board of Trustees.

With a few exceptions approved by Dean's Council, nearly all full time faculty members have the same workload responsibilities at Snow College:

1-All full time faculty teach, advise, prepare for courses, develop courses, hold regular office hours (minimum 5 a week), participate in course and program assessment activities, fulfill college responsibilities and meet deadlines, assist department chair with department governance responsibilities, and attend year-end assessment meetings as part of their normal teaching load. Faculty should not ask for course reductions to prepare courses, teach new courses, or perform other tasks that are part of their regular workload responsibilities. Faculty in their first year of teaching, however, may be given a three credit release in the Fall Semester so they can have time to attend the New Faculty Seminar and become acclimated to the College;

2-All full time faculty are expected to attend department meetings, division meetings, college-wide meetings. Full time faculty are also expected to accept and perform roles that support department, division, and college governance;

3-All full time faculty share in the GE mission of the College and are expected to teach GE courses regularly (ideally each semester);

4-Faculty teach balanced loads throughout the academic year (they do not overload one semester and teach reduced schedules another semester);

5-Full time faculty teaching in the liberal arts and sciences divisions teach 28-32 credits per year;

6-Load will be determined using the Instructional Workload Formula. Adjustments to the formula (credit exceptions and course releases) can only be used if the Deans Council has formally approved either an "Instructional Workload Credit Adjustment Request" or a "Non-Instructional Academic Workload Credit Equivalency Request";

7-All full time faculty teaching loads will primarily be in a face-to-face classroom situation;

8-Each online course will be treated the same as a face-to-face class in terms of size, rigor, and load, as determined by dean in consultation with VPAA when necessary;

9-Each IVC course will be treated the same as a face-to-face class in terms of size, rigor, and load, as determined by dean and department chair in consultation with the Concurrent Enrollment Coordinator;

10-Full time faculty will teach no more than six credits of overload per semester, as outlined by policy 13.2.17, Extra and Overload Assignments, and Overtime Compensation. Exceptions may be recommended by the Deans Council to the President for approval for requested term only. Overload will generally not be granted for additional sections of the same course when load sections are not full (or nearly full);

11-Low enrollment courses (8 or fewer) will not carry unless approved by deans in consultation with the VPAA;

12-Faculty members who have assignments that are non-academic, or remotely related to teaching, are to be paid separately for these assignments by departments or divisions. Those stipends will be considered when interested parties submit the “Non-Academic Financial Compensation Request” form to the Dean’s Council. Faculty members cannot request course-reductions for performing these assignments unless recommended by the VPAA or President and approved by the Deans Council.

13-Faculty will not receive workload exceptions for committee or administrative assignments unless approved by Deans Council.

### **Instructional Workload Formula**

The load for all courses will be calculated using the following formula, which is taken from the Regents’ S11 policy:

$$\text{Course Credit Hour} + (\text{Course Contact Hour} - \text{Course Credit Hour})/2$$

In situations where the formula does not adequately represent actual workload, faculty may petition for a load adjustment by submitting the “Snow College Instructional Workload Credit Adjustment Request” to the Dean’s Council. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Dean’s Council and on file in the VPAA’s office.

### **Non-Instructional Academic Workload**

Non-teaching responsibilities of faculty will be categorized as either Non-Instructional Academic Workload or Non Academic Workload. In both of these situations, a 2.5 hour per week formula will be used. Requests for load adjustment or supplemental pay must be submitted to the Dean’s Council using the Snow College Non-Instructional Academic Workload Credit Equivalency or the Non-Academic Financial Compensation Request. Financial compensation will be determined

by the dean's council at a rate comparable to overload pay. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Dean's Council and on file in the VPAA's office.

## Approved Teaching Load Adjustments

### Administrative Reassignment

- **Deans** will receive a half load (15 credits/academic year) reassignment in order to carry out the duties outlined in the Dean Responsibilities document. In cases where the dean also serves as a department chair, the dean will not be given additional load reassignment unless approved by Deans Council.

- **Department Chairs** will receive load reassignment based upon the number of full time faculty members in the department

1-5: A 3 credit reduction each academic year

6-12: A 6 credit reduction each academic year

12+: A 12 credit reduction each academic year

Deans Council will consider additional credit hour reassignments for department chairs in departments where there are an exceptional number (typically more than 9) of adjuncts, concurrent enrollment teachers, TICE teachers, etc. Department chairs can petition the Deans Council for overload pay (for the approved number of credits) instead of credit hour reductions to do the administrative work or, in cases where the 3-credit reduction doesn't correlate well with teaching assignments, a department chair can bank the credit and use it in the next academic year.

**Multiple sections:** Two courses or sections taught at the same hour by the same instructor will count toward workload as one class.

**Large courses:** In accordance with Regents Policy S11, large classes without TA support and/or additional compensation will be awarded additional credits based upon the following formula.

60-100 = 1.2 per CH (3 CH=3.6 workload; 4 CH= 4.8 workload; 5 CH=5.0 workload)

101-150=1.4 per CH

151-200=1.6 per CH

200+ = 1.8 per CH

**Team Taught Integrated Courses:** One of two formulas will be used to calculate workload for team taught courses. Courses that classify as team-taught under this formula will be courses

where both instructors are fully engaged the entire semester in the teaching and assessment of the course.

- Merely splitting the course between two or more faculty members does not qualify as team teaching. In those situations, each instructor will be entitled to half the course credits.
- Pairing or linking classes does not qualify as team teaching. In those situations, instructors can apply for a supplemental stipend IF pairing the courses requires a substantive amount of out-of-class team preparation.

**Formula 1:** When 40 or more students are enrolled in a team taught course, both instructors will receive full credit.

**Formula 2:** When 18-40 students are enrolled in a team taught course worth 3 or more credits, the instructors will split the course credit and receive 1 CR each of supplemental pay. For 1 and 2 credit hour courses, the instructors will need to submit a syllabus to Dean's Council for supplemental pay determination.

**Multiple Adjustments:** When awarded workload adjustment under one formula, additional adjustments will not be awarded using another formula. Only one adjustment formula per course—unless approved by Dean's Council.

**Adjustment Ceiling:** Adjustments and/or exceptions will not exceed 10 credits per semester.

**Credit Hours, Contact Hours, and Syllabus:** The approved, official syllabus will be used to calculate workload. Courses must be scheduled for the number of contact hours listed on the approved syllabus.