3-10 FACULTY WORKLOAD POLICY

I. Workload defined—Definitions:

A. **Workload:** The annual teaching obligation of all members of the full-time faculty. Dixie State College faculty workload has been set by the Utah Board of Regents at 27 credit hours or the equivalent each academic year. Typically the 27 credits are divided as follows: 15 credits in Fall semester and 12 credits in Spring semester. In specific disciplines, the credit requirements may be reversed (12 credits in Fall semester and 15 credits in Spring semester.) Division of the 27 credit hours or equivalent between Fall and Spring semester will be applied equally to entire departments and will be referred to in this policy as disciplinary distribution of workload. This annual responsibility may be fulfilled through a variety of duties. Workload for part-time faculty will be determined proportionally. (Refer to Faculty Workload Model.)

10.1.1.1 Instructional duties shall consist of an annual teaching load of 27 semester credit hours or equivalent per year, as defined in the Faculty Workload Model.

i. With the assistance of the department chairs and associate deans as appropriate, the academic dean makes all academic assignments.

a. The department chair and dean are responsible to evaluate the credentials of all persons teaching within their disciplines. If, in the department chair’s opinion no qualified instructor is available, the instruction will not be offered.

B. As described in Policy 3.4, Faculty Responsibilities and Academic Freedom, faculty workload shall consist of both instructional and other administrative duties, which shall include but not be limited to holding office hours per policy; serving on committees; student advisement; participating in department, division, institutional, and state-wide meetings and training sessions; curriculum development; program review; accreditation activities; commencement ceremonies; maintaining professional competencies; and being available to
students and colleagues to conduct college business. and ensuring the orderly operation of the academic program.

C. The Faculty Workload Model contains equivalency definitions and workload formulae. These definitions and formulae will account for such variables as class size, the nature of the instruction, laboratory or clinical contact time, artistic performance responsibilities, reassigned time for administrative duties, and other factors determined relevant by the committee. The Model also details credit equivalencies for ongoing faculty reassignments.

D. Summer Semester: A full-time faculty member with full-time appointments may receive a separate summer semester contract limited to no more than 12 credits workload. Exceptions are subject to the approval of the Vice President Academic Services. Summer-only appointments may be made.

II. Overload:

A. When a contracted faculty member teaches more than the disciplinary distribution of workload in a semester, 15 semester credit hours or equivalent per in fall semester or 12 credit hours or equivalent in spring semester, the faculty member shall be compensated with an overload contract at current adjunct faculty rates.

B. No full-time faculty member shall be obligated to teach more than the disciplinary distribution of workload in a 15 credit hours or equivalent in fall semester or 12 credit hours or equivalent in spring semester.

C. Overload Limits: No full-time faculty member may teach overload assignments in an amount that exceeds 2 courses per semester, 12 credits combined during fall and spring semesters, and 12 credits or equivalent in summer semester. When all average faculty base salaries remain within 10% of equity benchmarks, each faculty member’s overload shall be limited to one (1) course with a maximum of five (5) credits per academic year. When all faculty base salaries are not within 10% of equity benchmarks, each faculty member’s overload shall be limited to two (2) courses with a maximum of 10 credits per academic year. Exceptions to overload limits are subject to the approval of the Vice President Academic Services.

III. Procedure:

A. Workload equivalency and appropriateness of workload will be determined through the following procedure:

i. Any academic entity (individual, program, department, etc.) may propose changes to the “Faculty Workload Model” by submitting. To do so, the department chair must submit proposed workload changes in writing to the chair any member of the workload committee at least four weeks before the first day of the term in which the changes are to take effect. Workload committee members may bring the proposed changes to the workload
committee for discussion and change, or they may return the proposal to the department for further work.

ii. The Faculty A standing Workload Committee shall will be comprised of representative two faculty members from each division, all and academic deans, with the deans rotating as chair. and the academic vice president. The committee’s purpose is to shall ensure that workload assignments are equivalent across campus and appropriate in for all academic disciplines, including processing requests for additions and revisions to the Workload Model. Each department chair or equivalent is responsible for conducting an annual review of all elements of the Workload Mode that apply to his/her area of responsibility to ensure currency, fairness, and accuracy, and shall propose corrections or additions as needed.

a. Faculty representation on the Faculty Workload Committee shall consist of at least six (6) a minimum of nine (9) tenured faculty members elected by the regular faculty for three year terms. One-third Half of the faculty terms shall expire each year. Committee members may be reelected and succeed themselves as representatives.

1. Under no circumstance shall the number of voting faculty be exceeded by the number of academic administrators serving on the committee, including ad hoc members.

b. If a proposed workload change primarily affects one academic entity, the department chair responsible for that area will serve as ad hoc member of the workload committee, voting only about the workload issue directly involving his/her department.

c. The Faculty Senate shall establish and maintain procedures to ensure equitable faculty representation on the Faculty Workload Committee for of academic departments, divisions, and schools across campus.

   d. The non-voting Chair of the Faculty Workload Committee shall be a tenured faculty member appointed annually by the Faculty Senate President and the Vice President of Academic Services.

B. The Faculty Workload Committee shall will make recommendations regarding changes to the Faculty Workload Model to the Dean’s Council, after which the revised Faculty Workload Model will be sent to Academic Council for approval.

C. Changes to the Faculty Workload Model may be are implemented at the beginning of the academic year each semester, but only after the revised The Faculty Workload Model has been must be approved annually by for the College Council. prior to the onset of the new academic year, approval a “Faculty Workload Model” composed of equivalency definitions and workload formulae.