

Faculty Workload

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.

- 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 System of Higher Education [Policy R312 Utah System of Higher Education and Institutional Missions and Roles](#)
 - H. Utah System of Higher Education [Policy R485 Faculty Workload Guidelines](#)
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- A. 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.
- B. 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.
- C.

10. 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. Standard fixed-credit classes where instruction occurs in a traditional classroom setting as well as in a laboratory setting.
 12. Standard fixed-credit classes where instruction occurs in traditional classroom settings or distance education courses and where Credit Hours equal Contact Hours.
 13. Faculty supervision at remote sites that generate Student Credit Hours (e.g., internships, clinical, cooperative education, and practicum).
 14. Faculty supervision of student teaching fieldwork experience.
 15. Faculty supervision of thesis credit (for thesis chair only).
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A. Workload Expectation for Full-Time Faculty

1. Workload Requirement: The instructional teaching workload for University full-time Faculty shall be an average of 24 ICHs 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.

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

Table 1: ICH Multiplier

1 - 59	1
60 - 100	1.2
101 - 150	1.4
151 - 200	1.6
201 or more	

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

2.
 - a. The President of the Faculty Senate receives the equivalent of six (6) of (P side effect) & ned time per semester. President of the Faculty Senate (P side effect) receives the equivalent of three (3) ICH of reassigned time per semester. A must be elected by the Faculty Senate President. their Dean, in consultation with the Provost.

3. Faculty

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

Upon the approval of the Department Chair, the Dean and the Provost, after consultation with the Faculty Member, the Dean and the Provost, the Faculty Member from their normal workload to complete special duties for the University & may include, graduate courses, but not teaching. A Dean, teaching, accreditation, and other assignments, including development, assessment, research & other relevant activities.

