

3357:13-16-461 Faculty Workload Procedure

Faculty Workload Procedure constitutes Article XXI of the Agreement between North Central State College and the chapter of the North Central State Faculty Association-American Association of University Professors (NCSFA-AAUP)

Article XXI. Faculty Workload

Section 21.01 Faculty Load

As professional educators, the faculty of North Central State College are committed to providing learner-centered opportunities and institutional support to allow North Central State College students to make the most of their abilities and resources in order to meet their educational, career and life goals.

As professional educators, faculty perform a variety of activities in a pattern that differs from day to day, week to week, and term to term. Faculty endeavor to provide opportunities and support for students to learn through their commitment to excellent facilitation of learning; student, institutional and community service; and their own professional development.

An academic “hour” is defined as 50 minutes.

To meet this commitment the following load is assigned to faculty at North Central State College.

The on-campus/off-campus faculty workload is expected to reflect a 40 hour work week that includes the following:

- 15 credit or 18 contact hours of direct facilitation of learning
- 17 to 20 hours of classroom support* and institutional support** with active faculty participation in each support area.
- 5 office hours (in-person or virtual) or a combination of both with the approval of the Dean.

*Classroom support includes any activities used to facilitate learning in assigned courses, which may include, but is not limited to:

- Preparing lectures
- Reviewing lectures
- Grading
- Keeping current on course material through books, journals, and websites
- Interacting with students at times other than scheduled office hours in support of learning activities
- Preparing labs
- Maintaining labs
- Preparing assignments
- Preparing and administering evaluation tools
- Maintaining course syllabi

- Maintaining course outlines
- Maintaining course objectives
- Creating and reviewing course materials used
- Participating as a Course Coordinator
- All other activities that enable the faculty member to provide learner-centered activities to meet the student outcomes of the course
- Complete course and program assessment activities

****Institutional Support Activities may include, but are not limited to:**

Committees:

- Serving as the Chair of a committee
- Serving as a committee member

Meetings:

- Attend department meetings
- Attend division meetings
- Attend advisory committee meetings

Other:

- Participating in student recruitment for individual programs and the College as a whole
- New program development
- Major course revision
- Assisting with activities for the recognition of the College/College programs
- Represent the College on a community agency or board
- Attending and assisting with graduation
- Attending other College activities
- Tutoring in the SSC
- Mentoring a new faculty member
- Writing grant proposals
- Working on a special project
- Assisting with program reviews
- Assisting with accreditation activities (both for an individual program and for the College)
- Assisting with technology development, review, and revision
- Assisting with non-credit course development
- Assisting with Corporate testing and evaluation

Community Service:

- Volunteering to serve a community organization
- Speaking at an area organization
- Being on an area agency's advisory committee
- Working collaboratively with an area agency

Personal/Professional Development:

- Participating in professional development days (on-campus)
- Attending off-campus workshops and conferences
- Being licensed/certified by professional organizations
- Serving on a committee/board of a related professional organization
- Presenting at a conference
- Authoring an article

When a faculty member has the required base teaching load in any semester, they may refuse the assignment of additional hours.

15 credit or 18 contact hours of faculty “direct facilitation of learning” workload is an average for fall and spring semesters. Normally the faculty member will be paid overload pay for hours above this at a rate of every load hour above the 15 credit/18 contact being credited as one overload hour. However, load is calculated on a semester basis, and the real goal is a yearly (contract year) average of 15 credit/18 contact hours/week for the fall and spring semesters. For those faculty on a twelve-month contract, summer load will be defined as 10 credit/12 contact hours. For the purposes of calculating any load arrangements, either credit hour or contact hour will be used, depending on what is of the greatest benefit to the faculty member. When a faculty member has the required base teaching load in any semester, that faculty member may refuse the assignment of additional hours.

If the initial schedule assigned to a faculty member is less than the base teaching load, they may be assigned an additional course or courses for which they are qualified to bring them up to at least the minimum teaching load.

In the event a faculty member has less than the base teaching load and no course is available to assign to the faculty member to bring the load to the minimum, at the option of the faculty member in consultation with their supervisor and with the approval of the Chief Academic Officer: 1.) Other duties may be assigned to the faculty member that are consistent with their employment status, such as curriculum development or institutional research activities, to bring the faculty member to minimum load. Such assignment will be two clock hours per week for each contact hour per week, or: 2.) Unit members may “bank”/utilize overload hours one semester to cover work load shortages in another semester within the same contract year. When unit members on nine month contracts teach during their non-contracted semester, those hours may also be banked to cover work load shortages in another semester within the same contract year. This banking of load hours will be maintained by the unit member’s supervisor, or 3.) If there is reasonable assurance that within the remaining semesters of the academic year, sufficient teaching assignments will be available to cover the deficient hours, the faculty member may elect to waive the 15 credit or 18 contact hour limitation and teach the deficient number of hours in a subsequent semester over the required base load at no extra compensation in lieu of the assignment of other duties.

When a faculty member’s full-time teaching load includes a number of separate course preparations that exceeds 6 during a two-semester academic year or 9 during a three-semester academic year, the faculty member shall receive one load hour per course preparation above that

number. Under this provision, a course preparation counts only if it is three-credit hours or more or consists of several courses making up three credit hours or more that are combined and called a single course preparation. A faculty member's full-time base teaching load in any given semester (as opposed to their overload) shall always be constructed to consist of the smallest possible number of preparations.

Complaints relative to the calculation of teaching load shall be discussed with the appropriate supervisor. Both the supervisor and the faculty member will attempt to reach mutual resolution. The faculty member involved may invite the NCSFA-AAUP to participate in the discussion. If no agreement is reached at this meeting, the faculty member will bring the matter to the attention of the NCSFA-AAUP and the Chief Academic Officer for resolution.

Section 21.02 Faculty Overload

The use of full-time faculty to teach overload courses can contribute in a number of ways to effective instruction. Most importantly, these contributions include greater consistency between day and evening offerings and expertise in both course content and teaching effectiveness. However, the amount of full-time faculty overload must remain reasonable and be linked to an evaluation process to help assure the quality and effectiveness of instruction.

In a semester when a faculty member is under contract to provide full-time instruction at the College, they may be teaching a course in which part of the hours move them to full load (15 credit hours or 18 contact hours), and the remaining course hours are overload. These overload hours are excluded from the restrictions outlined in the next paragraph.

When a faculty member is under contract to provide full-time instruction at the College, their overload will normally not exceed ten (10) credit hours or seven (7) contact hours per semester. All overload hours must have the approval of the faculty member's Assistant Dean. Any exceptions to these restrictions must be approved by the Chief Academic Officer.

In a semester when a faculty member is not under a full-time teaching contract with the College, their teaching load (payable at the appropriate overload rate) will normally not exceed twenty-five (25) credit hours or twenty-five (25) contact hours during a sixteen week session, or eighteen (18) credit hours or twenty-two (22) contact hours during an ten week session. All hours must have approval of the faculty member's Assistant Dean. Any exceptions to these restrictions must be approved by the Chief Academic Officer.

(See also Section 25.30 – Summer Semester Load for 12-month Faculty.)

Section 21.03 Special Load Calculation

Each hour of any teaching activity is counted as a full load hour (credit or contact) except for those listed below:

Clinical laboratory:

A clinical laboratory hour applies only to health technology programs. A clinical laboratory consists of a fifty-minute period during which students are assigned to laboratory section which meets at a health-related agency rather than in on-campus laboratory facilities. These laboratory hours should be directly supervised by regular faculty members, full time or part time of the College.

Directed practice hour:

A directed practice hour consists of sixty- minute period during which the student is assigned to practice experiences under constant supervision at an external agency. The student should receive individual instruction and critique in the performance of a particular function. Adjunct faculty, who may or may not be paid by the College, may be used for the direct supervision of the students, and for the delivery of part of the didactic phase of the experience.

The faculty member coordinating the directed practice conducts at least one lecture session each week for participating students, provides the final grade for each student and visits students at least once a week.

1 hour of load per student

When a seminar is embedded into the directed practice course, the seminar portion of the course will be awarded as stated in the seminar definition listed in this document.

Practicum hour:

Students concurrently apply theoretical concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the students at least once biweekly, provides the final grade, and teaches at least one course on campus.

.5 hours of load per student

Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar. When a seminar is embedded into the practicum course, the seminar portion of the course will be awarded as stated in the seminar definition listed in this document.

Cooperative work experience:

The experience is coordinated by a faculty member of the College who visits the job site for a conference with the student and supervisor at least once during the semester, and assigns the course grade to the student after appropriate consultation with the supervisor/employer.

.25 hour of load per student

Each student who is enrolled in cooperative work experience shall also enroll in an on-campus seminar.

When a seminar is embedded into the cooperative work experience course, the seminar portion of the course will be awarded as stated in the seminar definition listed in this document.

Field experience:

The experience is coordinated by a faculty member of the College who assists the students in planning the experience, visits the site of the experience for a conference with the student and his/her supervisor at least once during the semester and assigns the course grade to the student after appropriate consultation with the employer/supervisor.

.25 hour of load per student

Seminar:

A seminar is a less formal educational experience than a classroom/lecture/discussion class. A relatively small number of students engage in discussions directed by the faculty member. Credit is awarded for seminar on the same basis as that for the classroom hour.

All NCSC credit courses will follow the prescribed definitions of the Ohio Board of Regents.

Open Lab:

.5 hr. of load for each hour in the lab

Internship:

Will be defined as a co-operative work experience.

Section 21.04 Instructional Days

(a) Classes may be scheduled between 8:00 am and 10:50 pm; however, classes may begin as early as 7:00 am with the agreement of the faculty member. Unless a faculty member consents, no faculty member shall be assigned a schedule wherein any day's schedule ends more than twelve (12) hours after the time the faculty member is required to be on campus to start that work day. Nothing herein shall prevent a faculty member from accepting overload in excess of this limitation.

(b) A faculty member shall have at least eleven (11) hours between the end of the last class on one (1) day and the start of the first class the following day. This provision does not bar a faculty member from voluntarily accepting a class that does not meet the eleven hour requirement.

Section 21.05 Clinical Ratios

(a) Clinical ratios in the nursing programs (Associate Degree Nursing and Licensed Practical Nursing) are as follows:

- (i) Maximum clinical ratio of student to faculty in all clinical settings in acute care hospitals: 8 students under the direct supervision per one faculty in that acute care hospital (this includes students assigned to the patient care units as well as students on observations on other nursing units, such as OR, ICU, ED, etc.).

This does not include faculty clinical assignments that have a component that rotates a student or groups of students to alternate learning sites where supervision is assigned to another paid faculty member or to a preceptor.

- (ii) Maximum ratio of students to faculty in all other settings: 10 students to 1 faculty.
- (iii) Maximum ratio of students to faculty for initial medication administration experience: 5 students to 1 faculty.
- (iv) Any changes to these ratio guidelines will be proposed to the NCSFA-AAUP. The outcome of the proposal will be reported at the subsequent Labor-Management meeting.
- (v) Faculty members are not responsible to secure faculty for clinical positions. Faculty members have the right of first refusal for any clinical position that is above that faculty member's full-time teaching responsibilities.

Section 21.06 Office hours

Faculty members shall maintain five office hours per week when classes are in session. These office hours can either be virtual or in-person or a combination of both with approval of the Dean. Further discussion will take place in Spring 2024 as the faculty caucus is working on a new policy.

Section 21.07 Special Load Arrangements

No special load arrangements will be made between a faculty member and the administration without the NCSFA-AAUP being consulted.

Section 21.08 Time Between Semesters

Faculty are not required to be on campus during the time between semesters.

Effective: January 16, 2024

Next Review: December 1, 2030

Review Dates: 5/22/98, 12/17/08, 10/26/11, 8/27/14, 8/23/17, 01/16/24