
SUBJECT: ACADEMIC WORKLOAD POLICY

1.0 PURPOSE

- 1.1 Snow College faculty are devoted teachers who have very heavy responsibilities to enrich students' learning experiences and change lives. This document is meant to define the basic full-time faculty workload for a Snow professor in order to maintain high standards of excellence in teaching and to recognize the dedicated service faculty provide. 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. This document only addresses faculty workload. The guidelines for faculty evaluation can be found in the Advancement and Tenure document.
- 1.2 With a few exceptions approved by Deans Council or as outlined in a faculty member's MOU, nearly all full-time faculty members have the same workload responsibilities at Snow College:

2.0 POLICY

- 2.1. As part of their normal teaching load, all full-time faculty teach, advise, prepare for courses, develop courses, hold regular office hours (a minimum of five hours a week), participate in course and program assessment activities, fulfill college responsibilities and meet deadlines, assist their department chairs with department governance responsibilities, and attend August meetings prior to the Fall Semester and year-end assessment meetings. 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.
- 2.2 Annual and Triennial faculty evaluations are directly linked to this workload policy (please see Policy 410). It is every faculty member's responsibility to be effective teachers, to engage in ongoing professional development activities, and to render service to the College. While faculty members are required to provide five office hours for student meetings per week, they are members of departments, divisions, and the College as a whole and need to be present beyond teaching times and office hours. Collegial faculty members engage with faculty colleagues and students in a formal and informal basis and need to maintain an active presence at the College whether in or out of the classroom.
- 2.3 All full-time faculty are expected to attend department meetings, division meetings, and college-wide meetings. Full-time faculty are also expected to

accept and perform roles that support department, division, and college governance.

- 2.4** Most full-time faculty share in the GE mission of the College and are expected to teach GE courses regularly (ideally each semester). Full-time applied technology faculty follow the CTE mission as stated in policy R-315.
- 2.5** Faculty teach balanced loads throughout the academic year. They normally do not overload one semester and teach reduced schedules another semester unless it is necessary to meet course demand.
- 2.6** Full-time faculty teaching in the arts, humanities, social sciences, sciences, nursing, computer information systems, and business teach 28-32 credits per year. Workload for applied technology faculty are based on floor-time as defined by the Utah System of Higher Education.
- 2.7** 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.”
- 2.8** Full-time faculty teaching loads will primarily be in a face-to-face or IVC classroom situation. Online courses are also needed, but Snow College primarily focuses on excellence in classroom teaching.
- 2.9** Each online course will be treated the same as a face-to-face class in terms of size, rigor, and load. Exceptions to section size will be considered by the division dean in consultation with the PROVOST.
- 2.10** 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 and PROVOST.
- 2.11** Full time faculty will teach no more than six credits of overload per semester, as outlined by policy 331, 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).
- 2.12** Low enrollment courses (8 or fewer) will not carry unless approved by the appropriate division dean and the PROVOST.

- 2.13** Faculty members who have semester 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 Deans Council. Faculty members cannot request course-reductions for performing these assignments unless recommended by the PROVOST or President and approved by the Deans Council.
- 2.14** To encourage opportunities for shared governance, faculty members who are called upon to serve as directors, academic deans, or senior-level leadership positions are considered full-time faculty members and retain their eligibility for promotion and tenure. Normally only tenured faculty members should be called on to serve in these roles.
- 2.15** Faculty members who are called upon to provide temporary service to the College may receive temporary workload exceptions for committee or administrative assignments if approved by Deans Council.

3.0 Instructional Workload Formula

- 3.1** The load for courses will be calculated using the following formula, which is taken from the Utah State Board of Regents’ S11 policy:

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

- 3.2** 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 Deans Council. The Deans Council will review both approved and proposed adjustments to the workload policy yearly. Adjustments are approved by Deans Council and on file in the PROVOST’s office. The deans recognize workload may need to be calculated differently in some disciplines.

4.0 Non-Curricular Academic Workload

- 4.1** Non-curricular responsibilities of faculty will be categorized as either non-curricular 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 Deans 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 Deans 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 Deans Council and on file in the PROVOST's office.

5.0 Approved Teaching Load Adjustments

5.1 Administrative Reassignment

5.1.2 Deans will receive a load reassignment and a stipend for the duration of their service in order to carry out the duties outlined in the Dean Responsibilities document. Specific adjustments will be determined by the AVP in consultation with the Deans Council and the President. In cases where the dean also serves as a department chair, the dean will not be given additional reassignment unless approved by the Deans Council

5.1.3 Department Chairs typically receive load reassignment based upon the number of full time faculty and/or FTE generated by the department. When determining load, the Deans Council may factor in an exceptional number of adjuncts, concurrent enrollment teachers, and TICE instructors. Department chairs can petition for overload pay (for the approved number of credits) instead of credit hour reduction to do the administrative work or, in cases where the three-credit reduction does not correlate well with teaching assignments, a department chair can bank the credit and use it in the next academic year.

6.0 Other Load Adjustments

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

6.2 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=6.0 workload)

101-150=1.4 per CH

151-200=1.6 per CH

200+ = 1.8 per CH

6.3 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.

6.3.1 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.

6.3.2 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.

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

6.3.2.2 Formula 2: When 8-39 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 Deans Council for supplemental pay determination.

6.4 Multiple Adjustments: When awarded workload adjustment under one of the above formulas, additional adjustments will not be awarded using another formula. Only one adjustment formula per course—unless approved by Deans Council.

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

6.6 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.