

**POLICY NO. 106**

**Area: ACADEMIC AFFAIRS**

*Original signature on file in  
Office of General Counsel*

Date Adopted: June 21, 2019

Certified By: \_\_\_\_\_  
Curtis Pettis, Vice President for Administration  
Central State University

Revisions Approved: September 8, 2023

---

**Subject: FACULTY WORKLOAD POLICY**

---

**Approved by Faculty Senate: November 19 ,2020**

**Revisions Approved by Faculty Senate: November 17, 2022  
(Teaching Appointments) and February 16, 2023 (Music Courses)**

**A. Introduction**

Central State University is dedicated to:

1. Providing a nurturing and culturally enriched learning environment; stimulating students' intellectual curiosity and continued search for knowledge; teaching students to think critically and communicate effectively; instilling in students an aspiration for excellence through teaching, service, and scholarly research;
2. Preparing students to address the challenges of a technologically oriented world;
3. Providing quality educational programs in scientific and technological fields;
4. Offering programs with multicultural and global perspectives;
5. Reaching out to underserved populations; and
6. Collaborating with other educational institutions, business organizations, and government agencies to enrich learning experiences and educational opportunities for students.

The mission statement of Central State University emphasizes that "Central State University, an 1890 Land-Grant institution, prepares students with diverse backgrounds and experiences for leadership, research, and service. The University fosters academic excellence within a nurturing environment and provides a strong liberal arts foundation leading to professional careers and advanced studies." It further states that "Central State University is dedicated to providing a nurturing and culturally enriched learning environment; stimulating in students intellectual curiosity and a continuous search for knowledge; teaching students to think critically and communicate effectively; instilling in students an aspiration for excellence through teaching, service, and scholarly research... " The responsibilities of the University faculty encompass many professional functions appropriate to their varied roles in fulfilling that mission. As such, faculty members' professional duties include:

1. Teaching and/or providing instructional support in a variety of manners, settings and times (i.e. labs, studio time, internships, etc.)
2. Academic advising and mentoring of students.

3. Engaging in research, publication, and creative activities.
4. Fulfilling ongoing department needs including program maintenance, development, and review; and accreditation.
5. Supporting the effective and efficient functioning of the University by participating in department, college, committee, and university senate meetings.
6. Fulfilling fiscal oversight duties (i.e. grant responsibilities, etc.).
7. Keeping current in their academic discipline and incorporating current knowledge and best practices into their work appropriately.
8. Performing other duties as assigned by the department chair.
9. Service to the university, the profession, local, and global communities. Examples include university committees, service to students and student organizations, professional organizations, service to scholarly journals, public schools or other educational institutions, assistance to local organizations and businesses, or health care facilities.

In fulfilling their responsibilities, faculty members will:

1. Order or otherwise obtain all necessary class material in accord with reasonable deadlines which may be established by departments, colleges, and/or the University.
2. Submit students' attendance records as required by federal and/or state agencies, fifth and tenth-week interim grades, and final grades in accord with reasonable deadlines which may be established by departments, colleges, and/or the University.
3. Retain student records according to the University's current record retention policy as adopted by the Board of Trustees. A faculty member leaving employment at the University shall provide to his or her department chair all student records that have been retained by the faculty member according to the University's records retention policy.
4. Abide by University calendars and schedules unless there is a legitimate reason for doing otherwise. When exceptions to University calendars or schedules are necessary, the Department Chair or Program coordinator must be notified.
5. Under the principles of academic freedom, select textbooks and course material in compliance with ODHE and state regulations for textbook adoption and affordability guidelines, employ suitable instructional methodologies, and manage classroom behavior in accordance with the CSU Student Handbook and Code of Conduct. Departmental faculty should try to select textbooks that present high quality and reasonable affordability.

If, due to technical difficulties or otherwise through no fault of the faculty member, compliance with the above responsibilities is not possible, the Administration will make available an alternate way for faculty members to fulfill the responsibilities after the faculty member notifies the Dean or Department Chair. This overview of professional duties aligns with the CSU-AAUP Agreement.

This document provides guidelines for Central State University's faculty workload policies, including standards for institutional workload requirements and the range of acceptable assignments meeting the definition of workload policy. This document should be understood as complementing the CSU-AAUP Agreement and the guidelines for Promotion and Tenure. If guidelines laid out in either of those documents conflict with this document, the other documents take precedence. Changes to this document must be carried out following the guidelines outlined in the CSU-AAUP Agreement.

Full-time regular appointments will be defined by the following guidelines which apply to each

academic semester (other than the Summer Session). Full time regular appointment faculty at Central State University teach 24 credit hours over two semesters. In accredited academic programs and programs seeking accreditation, the teaching assignment shall not exceed the standard specified by the appropriate accreditation agency. The workload for faculty is 12 credit hours per semester. If the faculty works less than 12 credit hours, the following semester should include a workload that will ensure a total of 24 credit hours by the end of the academic year. Additional work will be assigned if the 24 credit hours are not achieved by credit hours in direct instruction.

Full-time teaching faculty at Central State University teach 30 credit hours over two semesters. In accredited academic programs and programs seeking accreditation, the teaching assignment shall not exceed the standard specified by the appropriate accreditation agency. The workload for faculty is 15 credit hours per semester. If the faculty works less than 15 credit hours, the following semester should include a workload that will ensure a total of 30 credit hours by the end of the academic year. Additional work will be assigned if the 30 credit hours are not achieved by credit hours in direct instruction.

Scheduled evening, weekend, or off campus classes may be included within the limits described above part of assignments for regular or teaching appointment faculty. Under certain circumstances, workloads may be adjusted, as per Article 25 of the CSU-AAUP Agreement.

## **B. Faculty Workload Distribution**

1. This document outlines workload expectations for teaching, but all regular appointment and research faculty members at Central State University are also expected to complete research or creative achievement in their fields. All faculty (regular appointment, teaching appointment, research appointment) must be conscious of guidelines for continue employment, promotion and tenure. Output expectations are outlined in the Promotion and Tenure Guidelines for CSU faculty. The balance of teaching with these other expectations are as follows:
  - i. For faculty with regular appointments, at least 50% of their time and effort is dedicated to instruction or professional library work, as outlined in Article 13.11b of the CSU AAUP Agreement. The balance is to be decided based on the faculty member's plan of work and is measured based on Promotion and Tenure guidelines.
  - ii. For faculty with teaching appointments, at least 90% of their time and effort is dedicated to instruction and service, as outlined in Article 13.11c of the CSU-AAUP Agreement. The balance is to be decided based on the faculty member's plan of work and is measured based on Promotion and Tenure guidelines.
111. For faculty with research appointments, at least 50% of their time and effort is dedicated to research, as outlined in Article 13.11c of the CSU- AAUP Agreement. Generally, research faculty's primary responsibility is focused on research and grant activities. If a research faculty is asked to teach a course during a semester, an appropriate release time from research and grant activities should be provided based on the course credit hour. The release time should be computed as follows: For each credit hour of the course time, the research faculty should be provided with 7% of release time from research and grant activities during the semester of teaching. In case of

specialized instruction such as labs, the adjusted credit hour should be used in the computation (see section C.2).

**C. Workload expectations based on the type of course/s being taught are outlined below.**

1. For lecture courses - faculty workload credit is equal to the credit hour value of the course. (3-credit-hour course= 3 workload credits.)
2. For science labs and engineering design classes, faculty workload= 0.75 times contact hours in the laboratory/design; the contact hours are either included in the course description within the catalog or included in the course schedule. This workload factor may be increased to 1:1 if faculty are not appropriately provided with lab coordinators; this factor may be decreased to 0.5 if there is increased lab assistance or a course requires less faculty overview based on content.
3. For studio art courses, 1 credit hour studio course = 1.33 workload hours.
4. For music principal applied lessons 1 student = 0.66 credits of workload hours.
5. For piano class, one credit hour= 2 workload hours earned by faculty member.
6. For all methods classes in music, one credit hour= 2 workload hours earned by the faculty member.
7. For graduate teaching, one graduate credit hour will count as 1.33 hours of teaching workload, in the reflection of the additional labor involved in preparing and carrying out teaching at the graduate level.
8. The course load credit for faculty members who serve as internship advisors will be designated as indirect supervision and contractual hours shall be equal to 0.5 of credit hours times number of students not to exceed the credit hours stated in the course catalog.
9. If faculty facilitates an independent study or undergraduate research for a student in order to meet a requirement for graduation or fill other curricular demands not met by the existing schedule, faculty credit will be calculated as 0.5 credits for each student they work with in a given semester.

**D. Short Courses (Tenn A and Tenn B)**

1. Short courses (Term A and Term B) are condensed so they contain the same number of hours as if the courses were scheduled for a full semester. To maintain the integrity of the instructional program, care must be taken when scheduling short courses so that there is adequate time for students to complete homework assignments or by arrangement laboratory assignments.

**E. Faculty Preparation, Office Hours, and Advising**

1. Faculty labor each week is not limited to simply instructional time or time spent in facilitating laboratory, studio, or other activities with students. Instruction requires preparation including reviewing assigned readings, additional and supplemental research on topics covered, review and grading of assignments, and other activities.

2. Faculty members are expected to establish, post (on the instructor's door and on the syllabus for each course) and maintain scheduled office hours during which they are available to students for conferences and special instruction. As needed, faculty- especially those providing online instruction - may offer online office hours which meet through email, the course management system, or other appropriate online platforms. The minimum required number of office hours is six office hours per week for each faculty member.
3. Advising is an additional part of faculty workload which is crucial to the education process, ensuring the retention and graduation of students. When at all possible, advising assignments will be equitably distributed across faculty members within programs and departments.

#### **F. Course Size and Cancellation Policies**

1. The maximum amount of students able to enroll in a given course will be based on guidelines set by accrediting or professional bodies that oversee specific disciplines. In the absence of such guidelines, caps will be set based on institutional needs in concert with guidance from faculty teaching in the specific area. Available equipment or room space may also factor into course size in courses requiring specialized equipment or specific learning environments. These caps can be increased by up to 10%; further increases require approval from faculty as curricular decisions are under the purview of faculty.
2. Course cancellations by the Office of the Provost will be done in consultation with deans and department chairs, who will consult with program coordinators and faculty as needed to make an appropriate recommendation. All attempts to minimize cancellation will be discussed among the relevant parties for courses that are required for matriculation through a degree program, graduation from the university, or are being offered for the first time. During this consultation, it may be necessary for faculty, department chairs/program coordinators, and deans to consider alternatives to running smaller upper level or under-enrolled courses, including similar courses at partner institutions, independent studies, etc. to minimize the overall impact on the institutional budget. Course cancellation will be considered an option of last resort.

#### **G. Overload and Summer Teaching**

1. When faculty teach beyond 24 credit hours (regular appointment)/30 credit hours (teaching appointment) or are selected for summer teaching, additional payment beyond their contract will follow the guidelines established in the CSU-AAUP Agreement. Decisions about who takes on additional teaching must be made in a discussion between faculty and department chair or program coordinator. The guidelines for awarding summer teaching and for dispersing overload pay are outlined in the CSU-AAUP Agreement.

## **H. Appendix 1- Definitions**

The following are definitions of terms referenced in these guidelines:

1. Teaching Workload- the portion of the faculty workload spent on direct instruction and instructional activities.
2. Contact Hours - the number of instructional hours of face-to-face contact between faculty and students per week. These include lecture, laboratory, studio, and any other scheduled meeting time between faculty and students which is considered part of faculty teaching and required for student course completion.
3. Credit Hour - the credit value of a course earned by a student.
4. Faculty Workload the entirety of a faculty member's duties for the relevant period
5. Independent Study - Students work independently with minimal oversight by the instructor.
6. Instructional Load - the portion of the faculty workload spent on direct instruction and instructional activities.
7. Online Instruction - Course delivery via technology that does not require students to travel to campus for classes.
8. Overload - a paid workload instructional assignment that exceeds the contractual 24 credit hours for undergraduate faculty and 18 credit hours for graduate faculty for the 9-month academic year.
9. Student internships credit bearing practical work experiences that are related to a student's major area of study.
10. Course Release - a reduction in the instructional load to allow time to work on non-instructional activities including program coordinator, department chair, and duties outlined in the AAUP-CSU Agreement.