

Policy No. 106

Area: Academic Affairs

*Original signature is on file in
Office of General Counsel*

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Certified by _____

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SUBJECT: Faculty Workload Policy

A. Introduction

Central State University is dedicated to 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, and instilling in students an aspiration for excellence through teaching, service, and scholarly research. As required by Ohio Revised Code section [3345.0216](#), Central State University expressly commits to educating students by means of free, open, and rigorous intellectual inquiry to seek the truth. It is our duty to equip students with the opportunity to develop the intellectual skills they need to reach their own, informed conclusions. The University declares its commitment to not requiring, favoring, disfavoring, or prohibiting speech or lawful assembly. The University is committed to creating a community dedicated to an ethic of civil and free inquiry, which respects the autonomy of each member, supports individual capacities for growth, and tolerates the differences in opinion that naturally occur in a public higher education community. Central State University declares that its duty is to treat all faculty, staff, and students as individuals, to hold them to equal standards, and to provide them equality of opportunity, with regard to those individuals' race, ethnicity, religion, sex, sexual orientation, gender identity, or gender expression. This policy defines the type of faculty workload assignments, the minimum time faculty should spend on each portion of their workloads, and the procedures to account for their workloads within a written plan of work.

B. Kind of Faculty Appointment

Full-time appointments to the faculty will either be term, regular, research, or teaching appointments. Initial appointments will also be either 9-month (two semesters) or 12-month appointments and may subsequently be changed only upon mutual agreement of the Faculty Member and the Administration. Faculty Members with 12-month appointments earn vacation time; Faculty Members with 9-month appointments do not earn vacation time.

1. A term appointment is clearly limited to brief association with the University. A term appointment will be for a stipulated period of time and will terminate at the

conclusion of the stipulated period without the necessity of notice of any kind. A term appointment will be made only for purposes of filling temporary (non-renewable) non-tenure track positions or giving adequate notice of non-renewal. Term appointments shall not exceed three (3) consecutive years without the written agreement of Administration and AAUP-CSU.

2. A regular appointment will be for a probationary period of service leading to tenure unless the appointment is terminated by action of the appointee or by action of the Administration. A regular appointment may be terminated by the Administration any time during the probationary period as long as appropriate notice is given. However, if tenure is granted at any time prior to the designated termination date, the notice of termination is invalidated.

Faculty Members with regular appointments have unqualified titles. They typically perform most of their duties during the fall and spring semesters. At least 50% of their time and effort is dedicated to instruction or to professional library work.

For any initial regular appointment at the rank of Instructor, the appointee must be promoted to Assistant Professor within four (4) years of the initial appointment or the appointment will be terminated with appropriate notice.

3. A research appointment is identified by a faculty title qualified by the word "Research". Faculty Members with "Research" titles have 12-month work obligations. At least 50% of their time and effort is dedicated to research. Research Faculty Members are tenure eligible.
4. A teaching appointment is identified by a faculty title qualified by the word "Teaching". A teaching appointment will be for an initial three (3) year term and is renewable but is non-tenure track. Faculty Members with "Teaching" titles have 9-month work obligations. At least 90% of their time and effort is dedicated to instruction and service.

C. Type of Faculty Work

The responsibilities of the University faculty encompass many professional functions appropriate to their varied roles in fulfilling that mission. For the purposes of Faculty Workload, these functions are divided into three categories: instruction, research, and service. Faculty members' professional duties include:

Instruction

1. Teaching and/or providing instructional support for credit-bearing curriculum in a variety

of manners, settings, and times (such as labs, studio time, internships, etc.)

2. Keeping current in their academic discipline and incorporating current knowledge and best practices into their work appropriately.

Research

1. Engaging in research, publication, commercialization, and/or creative activities.
2. Fulfilling fiscal oversight duties for grants awarded.

Service

1. Academic advising and mentoring of students.
2. Fulfilling ongoing department needs including program curriculum development and maintenance, program review, and accreditation.
3. Supporting the effective and efficient functioning of the University by participating in department, college, committee, and university senate meetings.
4. 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, 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.

D. Faculty Workload Distribution

In accordance with ORC 3345.45, the CSU Board of Trustees defines all faculty workload elements in terms of credit hours.

- Full-time faculty are expected to work a minimum of forty hours per week.
- An instructional load of 12 credit hours per week is the equivalent of twenty work hours per week.
- One instructional credit hour is the equivalent of 1.67 work hours per week.
- 40.08 work hours per week is the equivalent of 24 credit hours per week.
- Faculty work hours are accounted for as a total of 24 credit hours per semester.

Workload distribution is based on the following expectations for each category of work:

Instruction: workload is calculated per credit hour based on the type of course/s being taught as outlined below.

- a. For lecture courses - faculty workload credit is equal to the credit hour value of the course. (3-credit-hour course = 3 workload credits.)
- b. 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.
- c. For studio art courses, 1 credit hour studio course = 1.33 workload hours.
- d. For music principal applied lessons, 1 student = 0.66 credits of workload hours.
- e. For piano class, one credit hour = 2 workload hours earned by faculty member.
- f. For all methods classes in music, 1 credit hour = 2 workload hours earned by the faculty member.
- g. 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.
- h. 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.

- i. 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.
- j. Instructional Modality Distribution: Faculty are expected to teach at least 75% of their instructional workload each semester through in-person instruction. The remaining 25% may be delivered online as approved by the department chair and dean. Faculty may also teach online as part of an overload or in the summer semesters when approved by the department chair and dean. Exceptions to this distribution may be granted in cases where departmental needs, as determined by the department chair in consultation with the dean, necessitate a different distribution. Any deviation from the 75% in-person requirement must be documented in writing and approved by both the department chair and dean. For this policy, blended courses with at least 75% of instruction delivered in person will be considered in-person courses. Course releases will be designated in person or remote and calculated as part of the workload according to their designation.

Service: workload is calculated per credit hour based on the equivalencies below:

- k. For academic advising and mentoring of students, one credit hour equals 1.67 hours per week. All faculty must include at least one credit hour in their plan of work for advising and/or mentoring. Exceptions must have a written justification approved by the department chair and dean.
- l. For service to the university, the profession, local, and global communities, one credit hour equals 1.67 hours per week

Research: workload is calculated per credit hour based on the equivalencies below:

- m. For research, publication, commercialization, and creative activity, one credit hour equals 1.67 hours of work.

E. Faculty Workload Expectations

For faculty with regular appointments, at least 50% of their time and effort is dedicated to instruction or professional library work for a total of 12 credit hours per 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 instructional assignment shall not exceed the standard specified by the appropriate accreditation agency. If the faculty teaches less than 12 credit hours in one semester, the following semester should include a workload that will ensure a total of 24 credit hours by the end of the academic year. Additional instructional work will be assigned if the 24

credit hours are not achieved by credit hours in direct instruction. The balance of the semester workload will be calculated in the written plan of work in terms of credit hours. The plan of work will include at least one credit hour allocated to undergraduate advising and/or mentoring.

Full-time teaching faculty at Central State University teach 30 credit hours over two semesters. In accredited academic programs and programs seeking accreditation, the instructional assignment shall not exceed the standard specified by the appropriate accreditation agency. The instructional workload for faculty is 15 credit hours per semester. If the faculty teaches 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 instructional work will be assigned if the 30 credit hours are not achieved by credit hours in direct instruction. The balance of the semester workload will be calculated in the written plan of work in terms of credit hours. The plan of work will include at least one credit hour allocated to advising and/or mentoring. At least 90% of teaching faculty's time and effort is dedicated to instruction and service.

For faculty with research appointments, at least 50% of their time and effort is dedicated to research, which is equivalent to 12 credit hours. 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 semester workload will be calculated in the written plan of work in terms of credit hours. The plan of work will include at least one credit hour allocated to advising and/or mentoring.

The table below illustrates sample workloads for each type of faculty. These examples illustrate how faculty members' workloads could vary beyond the requirements stipulated above.

Sample Semester Workload	Instruction	Research	Service	Total Workload in credit hours per semester	Equivalent Work hours per week
Regular Faculty A	12 credit hours	6 credit hours	6 credit hours	24 credit hours	40.08
Regular Faculty B	12 credit hours	10 credit hours	2 credit hours	24 credit hours	40.08
Teaching Faculty A	15 credit hours	2 credit hours	7 credit hours	24 credit hours	40.08
Teaching Faculty B	15 credit hours	2.5 credit hours	6.5 credit hours	24 credit hours	40.08
Research Faculty A	0 credit hours	20 credit hours	4 credit hours	24 credit hours	40.08
Research Faculty B	3 credit hours	19 credit hours	2 credit hours	24 credit hours	40.08

F. Short Courses (Term A and Term B)

Short courses (Term A and Term B) are condensed to contain the same number of contact 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 and laboratory assignments.

G. Faculty Office Hours and Advising

Faculty members are expected to establish, post (on the instructor's office 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. The office hour is a scheduling device to indicate availability to students and is not calculated in the credit hour workload of a faculty member. The work done during an office hour is accounted for in the instruction, advising, and mentoring credit hour units allocated in the faculty member's plan of work.

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.

H. Course Size and Cancellation Policies

The maximum number 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% with approval by the Provost; further increases require approval from faculty teaching in the specific area.

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.

All courses which have fewer than five (5) students will be converted to Low-Enrolled Courses or Independent Studies if no other alternative is agreed upon as outlined above. The department chair will cancel or reassign the course if the faculty of record does not agree to teaching the course as a low-enrolled course or an independent study with workload credit as described in section E of this Policy. Nothing in this section shall prevent courses with more than four (4) students from being cancelled, combined, or otherwise modified as necessary.

I. Overload and Summer Teaching

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.

J. Departmental Distribution of Faculty Workload

According to the guidelines established by ODHE, the academic department, or equivalent, is the initial level at which to determine workload assignments, while remaining consistent with university workload policies and mission. While all faculty are expected to be assigned a full workload, a department chair may make instructional assignments commensurate with the strengths of the faculty and the department. When developing faculty plans of work, the department chair must also ensure that all necessary service work for the department and university will be completed.

Baccalaureate Department: Across the academic department, at least 70 percent of the total department workload is devoted to instruction, advising, and mentoring with the remaining devoted to other scholarly activities and service. Full-time faculty are expected to devote most, if not all, of their effort to undergraduate instruction.

Baccalaureate/Masters Departments: For academic departments, or equivalent units, at least 60 percent of the department workload is devoted to instruction, advising, and mentoring with the remaining workload devoted to research, service, and professional activity consistent with the department's mission. It is expected that full-time faculty in these departments devote more of their time to teaching undergraduates than to graduate-level instruction.

Special Cases: For any academic department, or equivalent unit, that does not fit administratively into one of the above categories, the proportion of time to be devoted by the unit to instruction shall be determined by the dean or appropriate academic officer, subject to the approval of the provost.

Appendix 1 – Definitions

The following are definitions of terms referenced in this policy:

1. Teaching Workload – the portion of the faculty workload spent on direct instruction and instructional activities.
2. Baccalaureate Department: Active four-year undergraduate programs with no, or limited, activity in graduate programs.
3. Baccalaureate/Masters Department: Active baccalaureate and masters’ degree programs.
4. 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.
5. Credit Hour – the credit value of a course earned by a student.
6. Faculty Workload – the entirety of a faculty member’s duties for the relevant period as defined in terms of credit hours. 1.67 hours of work is the equivalent of 1 credit hour for all non-instructional assignments
7. Faculty Plan of Work – the annual documentation of how a faculty member’s time will be distributed in terms of credit hours. This document is the basis for the annual faculty evaluation.
8. Independent Study – Students work independently with minimal oversight by the instructor.
9. Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities.
10. Online Instruction – Course delivery via technology that does not require students to travel to campus for classes.
11. Overload – a paid workload instructional assignment that exceeds the contractual instructional assignment for the 9- month academic year.
12. Student internships – credit-bearing practical work experiences that are related to a student’s major area of study.
13. Course Release – a reduction in the instructional load to allow time to work on non- instructional activities including program coordinator, department chair, and other administrative duties as needed

The Faculty Workload policy must be updated and adopted every five years effective from the date of adoption.