

OSU INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES

Faculty Workload	2-001 ACADEMIC AFFAIRS July 2014
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INSTRUCTIONAL LOAD

- 1.01 Faculty assignments are made by the the Division Chairs, with concurrence of the Vice President of Academic Affairs, to best meet the programmatic needs of each division.
- 1.02 Full-time faculty are employed to meet the instructional and non-instructional needs of the academic programs, with regular responsibilities including, but not limited to: classroom and lab instruction; curriculum development; student advisement and mentoring; intern and graduate placement; active participation in department, division, and university committees and meetings; and recruitment and retention activities.
- 1.03 Each Division Chair is responsible for the tracking of individual faculty members' credit hour load each term and reporting such data to the Vice President of Academic Affairs prior to the conclusion of each trimester. Load reports must include: instructional credit hours for the current trimester, any reassigned time awarded, justification for reassigned time, and a running total credit hour count for the academic year.
- 1.04 The instructional assignment for full-time faculty teaching in an associate degree program is forty-five (45) credit hours per academic year. The targeted instructional load per trimester is (fifteen) 15 credit hours.
- 1.05 The instructional assignment for full-time faculty teaching in a baccalaureate degree program is thirty-six (36) credit hours per academic year. Three (3) credit hours per trimester, of the standard forty-five (45) credit hours per academic year teaching load, is reassigned to allow for the pursuit appropriate scholarly activities. The targeted instructional load per trimester is (twelve) 12 credit hours.
 - A. Scholarly activities must be discussed with and approved by the appropriate Division Chair.
 - B. A report of scholarly activities must be turned in with the faculty members' annual performance documents and used as part of the evaluation process.
- 1.06 The Vice President of Academic Affairs must approve all deviations which fall below that described in sections 1.04 and 1.05 of this policy.
- 1.07 To ensure the highest quality of instruction and that appropriate time is dedicated to all classes taught, full-time faculty may carry up to six (6) credit hours of overload per trimester.

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Prior approval from the Vice President of Academic Affairs is required before a faculty member may carry more than six (6) credit hours overload per trimester.

- 1.08 For faculty teaching in an overload situation, at the option of the faculty member, up to three (3) credit hours of instructional load may be carried forward to the following trimester(s) during an academic year.
- A. The academic year for purpose of this policy is defined as fall, spring, and summer.
 - B. No credit hours may be carried over from the summer trimester.
 - C. The purpose of allowing credit hours to be carried forward is to assist a faculty member whose instructional assignment may fall below the targeted trimester instructional assignment in any given trimester.
 - D. Faculty must teach a minimum of seventy-five percent (75%) of the targeted instructional load per trimester in order to be eligible for university insurance coverage.

MODIFICATIONS TO STANDARD INSTRUCTIONAL LOAD

- 2.01 Modifications to a faculty member's credit hour teaching assignment may occur as described below, in one (1) credit hour increments, for the assignment of additional duties. When determining an appropriate number of credit hours to be awarded as reassigned time, the following calculation should be used as a guideline. One (1) credit hour of reassigned time may be awarded for a minimum of twenty (20) clock hours spent on additional duties during a trimester.
- A. Up to three (3) credit hours, in one credit hour increments, may be awarded per trimester as reassigned time to a faculty member who has additional specific and defined instructional and/or non-instructional responsibilities, such as: curriculum development, department/program assessment, accreditation, grant administration, student organization sponsorship, and program or departmental asset management/maintenance.
 - B. Up to three (3) credit hours, in one credit hour increments, per trimester may be added to the minimum assignment for a faculty member whose assignment involves largely or exclusively supervision of laboratory/shop classes or internships.
 - C. On a limited basis, reassigned time in excess of that described above may be approved by the Vice President of Academic Affairs. Prior approval must be obtained prior to implementation of additional reassigned time.
- 2.02 The following items are factors utilized by Division Chairs in the determination of credit hour assignment of internship courses to faculty load:
- A. number of interns in individual course,

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- B. number of unique internship placements,
- C. number and distance of internship site visits,
- D. number and nature of intern and internship supervisor interactions, and/or
- E. number and nature of internship course deliverables.

OFFICE HOURS

- 3.01 Faculty schedules require a minimum of thirty-five (35) clock hours per week, 5-days per week, at their respective reporting location.
- 3.02 Faculty are generally required to hold a minimum of ten (10) office hours per week as part of their regular teaching load. This equates to approximately two (2) office hours per three (3)–four (4) credit hour course taught. An equivalent number of office hours are required for faculty teaching courses on overload assignment.
 - A. Office hours must be posted at the instructor's office and included in each course syllabi. Office hours shall be scheduled and occur at times convenient for students and logically aligned with course schedules.
 - B. Office hours should be distributed throughout the week to best serve student needs.
 - C. Two (2) hours of office hours per class, up to a maximum of four (4) non-consecutive office hours per week, may be held virtually for those instructors teaching online courses. Virtual office hours must be preapproved by the Division Chair and include communication technology which allows for the same instructor – student interaction as found in the physical office environment.
 - D. Virtual office hours must be published both in the syllabus and physically at the faculty member's office location. Faculty must be available at all times during the times posted and through the mean(s) advertised.

INSTRUCTION PROVIDED BY EXEMPT ACADEMIC EMPLOYEES

- 4.01 In the event an exempt academic employee takes responsibility for teaching a course, and the time of the course falls within the university's standard work hours, no overload pay or compensation shall be awarded.
- 4.02 In the event an exempt academic employee takes responsibility for teaching a course, the instructional activities required fall outside the employee's normal duties, and the time of the course falls outside of the university's standard work hours, overload pay is awarded at the standard overload pay rate.

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