

**CAROLINAS COLLEGE OF HEALTH SCIENCES  
POLICY AND PROCEDURE**

Section IV - Personnel

**SUBJECT:** FACULTY WORKLOAD

**REVIEWER:** Provost

**I. POLICY**

The College will provide the appropriate number of full-time and part-time faculty to allow for an equitable and reasonable assignment of faculty responsibilities. Assignments for individual faculty members are unique and represent a wide variety of work environments. It is the intent of the faculty workload guidelines to provide academic program leaders and individual faculty members within this diverse faculty, assistance in negotiating workloads and equivalents specific to their professional goals. These guidelines are not intended to be inclusive, but rather, reflect a framework for determining workloads for each individual within the entire faculty.

Workload is defined in terms of teaching, service, and professional development. Other activities are defined in terms of workload equivalencies. Class, laboratory, and clinical instruction will be considered in the workload as well as assigned responsibilities related to office hours, advising, administrative assignments, scholarship and committee membership. Faculty workload is designed to reflect flexibility while being appropriate to meet the needs of the college and students.

**II. PROCEDURE**

Program deans and directors submit budget requests and make work assignments for full-time and part-time faculty to assure a reasonable and consistent workload. The average faculty: student clinical ratio varies from 1:3 in medical technology to 1:8 with a maximum ratio of 1:10 in nursing. The science laboratory ratio should not exceed 1:21. Didactic portions and general studies classes are generally limited only by the size of the classroom space available or by specific course content, and as in the degree of writing intensity.

Although variations in academic program content, methods of content delivery and scheduling exist among the college's academic programs, the college's academic team has consensually developed a program-based workload formula for college faculty. Program deans and directors will use the established workload assignment scale to determine individual faculty academic term assignments and will meet with faculty members to review the projected workload calculations as academic term schedules are finalized. The provost will review all workload summaries prior to the start of each semester. Release time or reduced load may be requested in the budget for faculty members with added administrative responsibilities or projects.

Full-time faculty members will maintain a weekly schedule of 40 hours. Required on-campus hours will be determined by program need. Scheduled hours will include class, scheduled lab, open lab, and clinical hours; office hours and committee or level/course meetings. All full-time faculty members are required to schedule at least six on-campus or online office hours per week to be available to students. At least four of these hours must be when students are not in class, lab or clinical courses. Additional hours are expected to be made available to students and for other college work as required. Faculty members are expected to have five days per week of scheduled college activities.

Part-time faculty members will maintain a weekly schedule to include the lab and/or clinical and class hours scheduled for the course and appropriate additional class preparation time. Part-time faculty members are employed for specific courses and their work hours will vary due to specific course requirements. Part-time faculty members are required to schedule on-campus or online office hours at least two hours per week when students are not in class. Clinical nursing faculty members are required to attend course meetings each week. For times within the semester in which the class/lab or clinical is not scheduled, or is canceled, the part-time faculty will request and record paid time off (PTO) or absent time (AT). In unique circumstances, part-time faculty may be asked by their supervisor to work a specified number of hours at the college for a specific objective, i.e., orientation to a new clinical setting, set-

up/preparation for scheduled labs, etc.

The appropriate number of workload units (WLU) per term and per year are determined by each program according to the following scale:

<b>Work Task</b>	<b>Work Units</b>
Didactic Class (per credit)	1.0
CCHS Laboratory (per contact hr/wk)	1.0
Clinical w/direct supervision (per contact hr/wk)	1.0
Clinical w/preceptor (per contact hr/wk)	0.8
Clinical Course Coordinator	1.0
Large Class (>40 students w/1 faculty member)	1.0
New Course (1st term only)	1.0
Degree-Pursuing Academic Work Applicable to Current Job Requirements or College Need (max. 4 terms)	0.5
Special Assignment	TBD
Committee Assignment	
Member only	0.4
Chair (includes chair and member assignment)	0.8
Advising (per 10 students)	0.5

Within the budgeted FTE and as needed, academic program deans and directors may contract with part-time faculty members for additional work hours and workload per week for specified assignments (i.e., specific lab assignments, additional clinical hours, mock interviews, adviser to advisees, tutoring assignments, course preparation assignments such as clinical rotations, or committee assignments).

Depending upon the length and needs of the individual program/course, faculty will be employed for nine months, 10.5 months, or 12 months per year or for the specific academic term a course is offered. Although there may be fluctuations in workload from term to term during an academic year, annual workload for faculty will fall within the annual workload range established by and for the faculty member's program. Workloads falling outside the established program range will result in appropriate adjustment of workload in the year following an out-of-range result, assuming the same higher load will continue in the subsequent year, in order to ensure comparable workload assignments within each academic program.

The president will issue a letter of employment upon employment for full-time and part-time faculty members that states the parameters of the initial and subsequent academic terms of employment. Additional letters will be issued as changes are made in employment.

Faculty members are considered non-exempt employees and are required to appropriately report leave time when inclement weather leads to cancellation of classes. Faculty members may come to the college as safety allows, according to the inclement weather policy. Part-time faculty members are non-exempt and also take PTO or absent time on days the college is closed or classes are cancelled. Also see Inclement Weather policy.

The Faculty Workload policy and procedure will be reviewed bi-annually.

### III. APPROVAL

Name: \_\_\_\_\_ Title: President Date: \_\_\_\_\_

**CAROLINAS COLLEGE OF HEALTH SCIENCES**  
**Guidelines for Faculty Workload**

**A. Workload Statement for the School of Clinical Laboratory Sciences**

Faculty will individually negotiate their teaching workload with the department director in consideration of the faculty member's current areas of emphasis among teaching, scholarly activities, service, professional development, and the needs of the School of Clinical Laboratory Sciences curriculum. The School of Clinical Laboratory Science's academic year encompasses three terms of instruction.

Workload ranges and faculty responsibilities for clinical laboratory sciences faculty are as follows.

**1. Recommended Workload for full-time Clinical Laboratory Sciences Faculty:**

40 hrs/wk, 12 mo:      19 - 22 Spring  
                                 23 - 28 Summer  
                                 18 - 21 Fall  
                                 50 - 71 WLU/year

**2. Full-Time Clinical Laboratory Sciences Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Instructor is responsible for the students during student and clinical lab rotations as well as the didactic lecture. Students are here Monday – Friday from 7 a.m. - 3:30 p.m.
- c. Office hours are posted and if needed the faculty member is available after hours to assist the student.
- d. Student advisement: by program director.
- e. Attend faculty, faculty/staff, departmental, and committee meetings.
- f. Committee assignment: based on assigned workload need.
- g. Responsible for student evaluations, involved in recruiting and interviewing applicants for admission to the medical laboratory science program.

**3. Recommended Workload for Part-time Clinical Laboratory Sciences Faculty:**

32 hrs/wk:                15 - 17 Spring  
                                 8 - 10 Summer  
                                 19 - 22 Fall  
                                 42 - 49 WLU /year

**4. Part-Time Clinical Laboratory Sciences Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Instructor is responsible for the students during student and clinical lab rotations as well as the didactic lecture. Students are here Monday – Friday from 7 a.m. - 3:30 p.m.
- c. Office hours are posted and if needed the faculty member is available after hours to assist the student.
- d. Student advisement: advised by program director.
- e. Attend faculty, faculty/staff, departmental, and committee meetings.
- f. Committee assignment: based on assigned workload need.
- g. Responsible for student evaluations, involved in recruiting and interviewing applicants for admission to the medical laboratory science program.

**B. Workload Statement for the Department of General Studies**

Faculty will individually negotiate their teaching workload with the department director in consideration of the faculty member's current areas of emphasis among teaching, scholarly activities, service, and professional development, and the needs of the general studies curriculum. The department of general studies' academic year encompasses three terms of instruction.

Academic term and annual workload ranges for general studies faculty are as follows:

**1. Recommended Workload for Full-time General Studies Faculty:**

40 hr/wk/12 mo:        16 - 18 WLU Fall & Spring  
                                  12 - 14 WLU Summer  
                                  44 - 50 WLU/year

40 hr/wk 9.0 mo:        16 - 18 WLU Fall & Spring  
                                  32 - 36 WLU/year

**2. Full-Time General Studies Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Teaching Load: Combination of lecture and lab courses that meet WLU and hourly requirements.
- c. Post schedule for six hours per week office hours.
- d. Student advisement: 30 - 40 advisees.
- e. Attend faculty/department, faculty/staff, and committee meetings.
- f. Committee assignment: based on assigned workload need.
- g. Faculty responsibilities may include additional committee/functional group assignments, and conducting student review sessions. All additional responsibilities must receive director approval to determine impact on WLU analysis.

**3. Recommended Workload for Part-time General Studies Faculty:**

30 hrs/wk/12 mo:        12 - 14 WLU/term  
                                  40 - 43 WLU/year

24 hrs/wk/12 mo:        9 - 11 WLU/term  
                                  27 - 39 WLU/year

6 hrs/wk/12 mo:         2 - 3 WLU/term  
                                  6 - 12 WLU/year

**4. Part-Time (>12 hours per week) and Adjunct (≤ 12 hours per week) General Studies Faculty Responsibilities:**

Course curriculum design and delivery

- a. Teaching Load: Combination of lecture and lab courses that meet WLU and hourly requirements.
- b. Post schedule for two hours per week office hours (part-time) or one hour per week (adjunct).
- c. Part-time faculty with 30 or more hours per week attends faculty, annual faculty/staff, and department or committee meetings. Part-time faculty members with less than 30 hours per week attend faculty meetings and may be assigned to a committee. Adjunct faculty members are not expected to be committee members but are expected attend general studies faculty meetings.
- d. Faculty responsibilities may include additional committee/functional group assignments, and conducting student review sessions. All additional responsibilities must receive director approval to determine impact on WLU analysis.

**C. Workload and Faculty Responsibilities for the School of Nursing**

Faculty will individually negotiate their teaching workload with the school's dean and associate dean in consideration of the faculty member's current areas of emphasis among teaching, scholarly activities, service, professional development, and the needs of the School of Nursing curriculum. The School of Nursing's academic year encompasses three terms of instruction.

Workload ranges and faculty responsibilities for nursing faculty are as follows:

**1. Recommended Workload for Full-time Nursing Faculty (32 or greater work hours per week):**

40 hr/wk 10.5 mo:        17 - 20 WLU Fall & Spring  
                                  9 - 10 WLU Summer  
                                  43 - 50 WLU/year

40 hr/wk 9.0 mo: 17 - 20 WLU Fall & Spring  
34 - 40 WLU/year

32 hr/wk 9.0 mo: 15 - 17 WLU Fall & Spring  
30 - 34 WLU/year

**2. Full-Time Nursing Faculty Responsibilities:**

- a. Rotate coordination for NUR101 or NUR202 faculty. Coordinate two or three courses per year, for intermediate level faculty.
- b. Teaching team load:
  - i. Lead Instructor: 40 - 50% lecture content with course coordination responsibilities.
  - ii. Team Partner: 50 - 60% lecture content.
- c. Two days of clinical instruction/campus lab per week.
- d. Post schedule for six office hours per week on days other than clinical days.
- e. Student advisement: 15 - 20 advisees.
- f. Attend faculty, faculty/staff, level/course, and committee meetings.
- g. Committee assignment: based on assigned workload need.

**3. Recommended Workload for Part-time Permanent (24 hours/week) and Adjunct Part-time (20 hours/week) Nursing Faculty:**

20-24 hr/wk PT/Adj: 12 -13 WLU/Fall & Spring term teaching as assigned  
6 - 7 WLU/sum term

**4. Part-Time Nursing Faculty Responsibilities:**

- a. Two days of clinical instruction/week. If not in clinical, faculty may provide laboratory instruction, CAP testing, student evaluation/remediation or proctor examinations for those hours. They may also elect to support the NA program, teach CPR or take time off during days not in clinical.
- b. Part-time faculty post schedule for two hours per week office hours on days other than clinical days.
- c. MSN prepared – one or more lectures/semester (optional).
- d. Attend faculty, annual faculty/staff, level/course meetings.
- e. Participation in presentation of skills content during skills lab.
- f. Adjunct faculty members working a total of 20 hours/week provide two days of clinical coverage, and attend level/course meetings.

**D. Workload and Faculty Responsibilities for the School of Radiologic Technology**

Faculty will individually negotiate their teaching workload with the school's director in consideration of the faculty member's current areas of emphasis among teaching, scholarly activities, service, professional development, and the needs of the School of Radiologic Technology curriculum. The school of radiologic technology's academic year encompasses three terms of instruction.

Workload ranges and faculty responsibilities for radiologic technology faculty are as follows:

**1. Recommended Workload for Full-time Radiologic Technology Faculty:**

40 hr/wk 12 mo: 14 - 19 WLU Fall & Spring  
14 - 19 WLU Summer  
42 - 57 WLU/year

40 hr/wk 10.5 mo: 14 - 19 WLU Fall & Spring  
10 - 15 WLU Summer  
34 - 53 WLU/year

40 hr/wk 9.0 mo: 14 - 19 WLU Fall & Spring  
28 - 38 WLU/year

**2. Full-Time Radiologic Technology Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Teaching team load:
  - i. Lead Instructor: 40 - 50% lecture content with course coordination responsibilities.
  - ii. Team Partner: 50 - 60% lecture content.
- c. Three days of clinical instruction/week.
- d. Post schedule for four hours per week office hours on days other than clinical days.
- e. Student advisement: 10 -15 advisees.
- f. Attend faculty, faculty/staff, departmental, and committee meetings.
- g. Committee assignment: based on assigned workload need.
- h. Other responsibilities as assigned.

**E. Workload Statement for the Radiation Therapy Program**

Faculty will individually negotiate their teaching workload with the program's director in consideration of the faculty member's current areas of emphasis among teaching, scholarly activities, service, professional development, and the needs of the radiation therapy program curriculum. The radiation therapy academic year encompasses three terms of instruction.

Workload ranges and faculty responsibilities for radiation therapy faculty are as follows:

**1. Recommended Workload for Full-time Radiation Therapy Faculty:**

40 hr/wk 12 mo.:           18 - 22 WLU/term  
  54 - 66 WLU/term

20 hr/wk 12 mo:            9 - 11 WLU/term  
  27 - 33 WLU/term

6 - 10 hr/wk 12 mo:        4 - 5 WLU/term  
  12 - 15 WLU/term

**2. Full-time Radiation Therapy Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Post schedule for four hours per week; office hours on days other than clinical days.
- c. Student advisement: 8 - 12 advisees.
- d. Attend faculty, faculty/staff, departmental, and committee meetings.
- e. Committee assignment: based on assigned workload need.
- f. Other responsibilities as assigned.

**3. Part-time Radiation Therapy Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Post schedule for two hours per week; office hours on days other than clinical days.
- c. Student advisement as assigned by program director.
- d. Attend faculty, faculty/staff, departmental, and committee meetings.
- e. Committee assignment: based on assigned workload need.
- f. Other responsibilities as assigned.

**F. Workload Statement for the School of Surgical Technology**

Faculty will individually negotiate their teaching workload with the school's director in consideration of the faculty member's current areas of emphasis among teaching, scholarly activities, service, professional development, and the needs of the school of surgical technology curriculum. The School of Surgical Technology's academic year encompasses three terms of instruction.

Workload ranges and faculty responsibilities for surgical technology faculty are as follows:

**1. Recommended Workload for Full-time Surgical Technology Faculty:**

40 hrs/wk 12 mo:           18 - 22 WLU/term  
  54 - 60 WLU/year

**2. Full-Time Surgical Technology Faculty Responsibilities:**

- a. Course curriculum design and delivery.
- b. Teaching team load:
  - i. Lead Instructor: 40-50 % lecture content with course coordination responsibilities.
  - ii. Team Partner: 50-60 % lecture content.
- c. Three days of clinical instruction/week.
- d. Post schedule for four hours per week office hours on days other than clinical days.
- e. Student advisement: Six advisees.
- f. Attend faculty, faculty/staff, departmental, and committee meetings.
- g. Committee assignment: based on assigned workload need.
- h. Other responsibilities as assigned.