



**SOUTHERN UTAH UNIVERSITY**  
**Policies and Procedures**

**Policy # 6.27**  
**Date Approved: 06/15/01**  
**Date Amended: 01/31/14**  
**Reviewed w/no Changes:**  
**Office of Responsibility: Provost**  
**Page 1 of 6**

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**SUBJECT: FACULTY WORKLOAD**

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- I. Purpose: To implement Regents' policy and workload standards for average teaching loads and to provide accurate information on faculty teaching workloads to internal and external audiences.
  
- II. Reference.
  - Utah State Board of Regents Policy R-312: Configuration of the Utah System of Higher Education and Institutional Missions and Roles.
  - Utah State Board of Regents Policy 485: Faculty Workload Guidelines
  - SUU Policy 6.0: Definition of Faculty
  - SUU Policy 6.1: Faculty Evaluation, Promotion, and Tenure
  - SUU Policy 6.2: Academic Officers
  - SUU Policy 6.45: Graduate Faculty
  - SUU Policy 6.28: Faculty Professional Responsibilities
  
- III. Policy & Definitions
  - A. Regents' policy R485 stipulates the institutional average teaching workload for SUU faculty will be 24 credit hour equivalents each year or 12 credits each semester. The policy states that faculty contact hours in credit-bearing teaching activities will average approximately 13 contact hours per week.
    1. A full time faculty is a status of employment defined by the Utah System of Higher Education (USHE) and described as a position supported by appropriated instructional funds and whose work assignment includes teaching, scholarly/creative activities, and service. The State Board of Regents workload report includes definitions, conventions, and formulae as a basis for calculating a full-time equivalent faculty (FTEF) workload and Instructional Credit Hours (ICH).
    2. An ICH is defined as an Instructional Credit Hour, which is derived from a calculation based on the course type, contact hours, and number of credits of a course. (See III.D.).
    3. Faculty workload reports will be provided to the academic deans and administration during Fall and Spring semesters by the Provost's Office. The Fall report will be submitted to the State Board of Regents for the system's report to the Legislature and to the Governor. The report will provide standardized information according to policy.



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**SUBJECT: FACULTY WORKLOAD**

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**B. Parameters for Managing Workload at SUU**

1. Normal Responsibilities: The standard teaching workload includes lecture classes, seminars, studio classes and laboratories, and online classes. Faculty members are also expected to assume other professional responsibilities such as advising/mentoring students, maintaining a minimum of five publicly posted office hours per week, performing campus and public service, and engaging in scholarly and creative activities. Annual service on campus committees (e.g. standing committees, ad hoc committees or workgroups, etc.) or off-campus committees (e.g. boards, professional organizations, etc.) is expected as part of the basic load of a faculty member. Teaching activities are assigned by the chair in consultation with the faculty member, and approved by the college/school dean or executive. After consultation with the faculty, committee assignments shall be equitably distributed among the faculty at the discretion of the chair with the approval of the dean. Participation descriptions and levels of activity should be reported in the Faculty Annual Activity Report (FAAR) and be considered in annual reviews, 3<sup>rd</sup> year reviews, and application for tenure, rank advancement, and post-tenure reviews. Given the diverse mix of teaching assignments in departments and programs, this policy makes allowances for each college/school to manage its faculty teaching load. However, the average faculty teaching load for each college/school is expected to be maintained at a 24 credit hour equivalent per academic year, or 13 contact hours per week. Annual faculty teaching load plans shall be submitted for review to the Provost's Office by April of each year. The Provost's Office will monitor the college/school actual average teaching load and will issue a report each December.

2. Reassignment or Release Time

a. Upon approval by the provost, dean, and the faculty member, the department chair may reassign faculty from their normal work load to complete special duties and studies for a department or program. Such activities may include, but are not limited to, teacher licensing, accreditation, curriculum development, research, studies, program assessments, or other relevant activities. In the event that the reassignment impacts the faculty member's ability to meet LRT criteria, a written record of the reassignment stipulating any exceptions or waivers to LRT criteria, signed by the Provost, Dean, Chair and Department LRT Chair will be provided to the faculty member prior to the reassignment.

b. The provost, in consultation with the dean, department chair, and faculty member may request reassignment of faculty for special



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**SUBJECT: FACULTY WORKLOAD**

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projects or duties in support of university initiatives. Documentation should be provided that clarifies agreements with the department about the impact a reassignment may have on a faculty member's ability to meet the LRT criteria of their department or program.

3. Instructional Overloads:

a. Requests for overloads are initiated by the department chair/program director in consultation with the faculty member, and must be approved by the dean or executive of the respective college or school. The chair/director and dean or executive is responsible for managing faculty workload each Academic Year (AY) and during summer sessions.

b. During a semester that a faculty member or administrator with academic rank is under contract, no more than six Instructional Credit Hours (ICH), including associated laboratory classes and/or courses offered through self-support will be taught on an overload basis. ICH calculations are outlined in sections C and D of this policy.

c. During a semester when a faculty member is not under contract, his/her teaching workload will total no more than 18 ICH. For purposes here, teaching workload for summer semester includes courses taught during Maymester.

d. Any exceptions to this policy must have the approval of the Provost's Office.

C. Schedule for Faculty Workload Calculation and Reporting

(SUU standard Definition of Academic administrators:

An academic administrator is the provost, associate provost, assistant provost, a dean, associate dean, graduate program director, department chair or associate chair. The instructional workload of an academic administrator will be coordinated with the individual's supervisor and, with the exception of the graduate program director, department chair or associate chair, is excluded from the faculty head count.

1. Department chairs are included in the faculty head count. The administrative workload for department chair is normally considered the equivalent of six ICH of reassigned time per semester.



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**SUBJECT: FACULTY WORKLOAD**

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2. Associate department chairs and graduate program directors are included in the faculty head count. Administrative workload for these individuals is the equivalent of three ICH of reassigned time per semester.
3. The President of Faculty Senate receives the equivalent of six ICH of reassigned time per semester. The Vice-President of the Faculty Senate (President-Elect) receives the equivalent of three ICH of reassigned time per semester. This reduction must be coordinated by the Faculty Senate President and the Faculty Senate Vice-President with his/her department and chair, and the Provost. Funding for hiring adjunct faculty or existing faculty on an overload basis should be provided through the office of the Provost.

**D. Faculty Assignments and Instructional Delivery Guidelines per Semester and Course.**

1. Full Time Equivalent Faculty (FTEF) Instructional Load
  - a. (USHE standard) Tenured and tenure track FTEF 12 ICH/13 weekly contact hours.
  - b. (SUU standard) Non-tenure track FTEF 15 ICH/16 weekly contact hours.
  - c. (SUU standard) Professional-in-Residence FTEF Undergraduate Teaching: 12-15 ICH, 13-15 weekly contact hours, as determined by the department and approved by the dean of the college/school.
  - d. (SUU standard) Tenured and tenure track FTEF Graduate teaching: In semesters in which they engage in graduate teaching, Faculty teaching graduate courses may receive a teaching reassignment up to 1/4 of their teaching load, as approved by their Dean and Department Chair to accommodate increased scholarship and/or service required by the related graduate program and/or accreditation. The approval/disapproval of a teaching reassignment must a) be based on written criteria and standards that clearly define the expected level of increased scholarship and/or service required of faculty for warranting a reduction in teaching load and shall b) in the case of approval clearly communicate the consequences for failure to meet the expectations within an agreed upon timeframe. Faculty approved for a reduced teaching load who, in the opinion of evaluative entities detailed in SUU Policy 6.1, fail to meet the expected level of increased



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**SUBJECT: FACULTY WORKLOAD**

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scholarship and/or service within the agreed upon timeframe may be subject to the set forth consequences.

2. ICH Calculations per Course Type
  - a. (USHE standard - XLEC) For a standard lecture course (or an online course) without a lab the ICH = Credit. The formulae and conventions for sections of all delivery methods is as follows: (multiplier: 60-100 students = 1.2; 101 to 150 students= 1.4; 151-200 students = 1.6; 201 or more students =1.8.)
  - b. (USHE standard and SUU Standard - XLAB) ICH for laboratory, clinicals or studio class are calculated as follows:  $\text{Course Credit} + (\text{Contact} - \text{Course Credit})/2 = \text{ICH}$ .
  - c. Courses in Specialized Accrediting or Fine and Performing Arts Areas:

Exceptions to the course load calculations outlined in this policy are allowed when considering the requirements of specialized accreditation or fine and performing arts studio or ensemble courses. The creation of workload policies, procedures, and calculations is the responsibility of the Deans of the colleges/schools in consultation with the Provost's Office.
  - d. (USHE standard - XTHE) Graduate Thesis supervision (excludes graduate projects)  $\text{SCH}/6 = \text{ICH}$ .
  - e. (USHE standard - XSUP) Supervised Instruction (e.g., internships, cooperative education, practica and supervision of student teaching pedagogy)  $\text{SCH}/20 = \text{ICH}$ .
  - f. (USHE standard and SUU standard - XINV) Individualized Instruction (e.g., directed readings and conferences, undergraduate and graduate projects, academic content student teaching and undergraduate research)  $\text{SCH}/10 = \text{ICH}$ .
3. (SUU standard) Team Teaching or Other Special Teaching Assignments
  - a. For team teaching by faculty or administrators with academic rank, teaching one or more classes shall receive a percentage of ICH proportionate to the assignment (e.g. with two instructors equally sharing the teaching load, each receive 50% of the ICH).



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**Page 6 of 6**

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b. Faculty or administrators with academic rank who may be acting as the instructor of record for a course shall receive ICH counted as their workload commensurate with the scope of the activity (e.g. 5%-95% or 10%-90%, and so forth). The department chair, in consultation with the instructor of record, will establish the percentage allocation of the ICH.