

Department of Physical Therapy, Movement and Rehabilitation Sciences
Bouvé College of Health Sciences
Faculty Workload/Teaching Assignments

Policy: The Chairperson of the department with assistance from the Associate Chairperson, will be responsible for determining workload assignments of the faculty. Teaching and service assignments for the following academic year will be determined by the end of the spring semester. Adjustments may be made through the year as needs arise with notification and discussion with the individual faculty.

A. Procedure for Establishing Workload

At or before the beginning of the spring semester the chairperson will meet with each faculty member to discuss their present and future workload assignments. Ongoing scholarship, research and grant submissions, faculty development needs including continuing education and mentoring by senior faculty will be discussed at this time.

The Chairperson will determine teaching assignments based on the feedback from the individual faculty meetings noted above, current department needs, and the following (in no order of importance):

- Courses being offered for the term
- Expertise of the faculty
- Student cohort size
- Development of the faculty
- Providing the faculty member, the opportunity to teach early and later student cohorts
- Teaching load requirements of the faculty respective to appointment and contract length

B. Process for Faculty to Address Workload Concerns

Faculty have the right to bring forward concerns regarding their workload assignments. A formal letter is to be written by the faculty member and given to the Chair of the department within five business days of receiving their individual workload assignment. A formal meeting will be scheduled within five business days to discuss the concern with the faculty member and the Chair and Associate Department Chair. The Chair and Associate Chair will review the letter and applicable documentation to make a determination regarding an adjustment within five business days of the meeting. If the faculty member does not agree with the Chair's decision at that time, they may then forward their concern to the college Dean within five business days. The decision of the College dean is final.

C. Modification of Workload

Workloads may be modified under certain circumstances, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves in accordance with

published College and University Policies. The Chairperson of the department with assistance from the Associate Chairperson, will be responsible for determining workload modification for faculty.

D. How to Find this Document and How Often Will it be Reviewed

Faculty members can find this workload policy document and the workload percentages of all faculty members in the department on the department Sharepoint site This workload policy document shall be reviewed every three years by the faculty.

E. Workload Details

TT and NTT workloads are assigned by the department chairperson.

One course = about 10% of faculty workload. TT faculty teach 4 courses per academic year and NTT faculty teach 6 academic courses per year.

1. Teaching Workload based on 2 semester contract, other contracts will be adjusted accordingly.

Tenure/Tenure Track –

Research Active: A full-time teaching load for a tenure track or tenured faculty will consist of 4 courses per 2 semesters (**and a minimum** of 12 contact hours). 40% workload. “Research active” means that faculty must demonstrate a record of scholarly productivity (i.e., peer-reviewed journal articles, patents, successfully-funded grants, discoveries of new knowledge) in their area of expertise, at a level that is consistent with expectations for peers and aspirational schools at Research-1 universities.

Tenured faculty who are not research active will have a 60% teaching workload. of 6 courses per 2 semesters (**and a minimum** of 20 contact hours).

Non Tenure Track Faculty: A full-time teaching load for a non-tenure track faculty will consist of 6 courses per 2 semesters (**minimum** of 20 contact hours) per 2- semester contract. 60 % workload.

A 10% workload reduction to full time faculty members equal to 1 course release or service reduction per year to faculty actively enrolled in an Academic degree (EdD, PhD, DSC) or tDPT program. The release is up to the discretion of the chair based on department needs. Actively enrolled is defined by being in a degree granting program, completing a minimum of four courses per calendar year and on track to matriculation of the degree. Faculty in their dissertation phase can work with the department chair for other opportunities for additional release time.

Research-active T/TT or NTT faculty who secure external funding may negotiate a reduction in their teaching. To obtain such a course reduction, faculty must use external funding to buy out of teaching in a manner described in the College Externally-funded Research Support Policy. Research "buy out" is limited to no more than three courses per academic year.

New tenure-seeking assistant professors will have a 50% teaching load reduction in their first two years of employment in Bouvé, and a 25% teaching load reduction in their third year. If they have external grant funding, tenure-seeking assistant professors may "buy out" of additional courses as described in the College Externally-funded Research Support Policy, but must teach a minimum of one course per year.

All TT and NTT faculty must teach a minimum of one course per academic year.

***NOTE: Because the Department of Physical Therapy Movement and Rehabilitation Sciences requires intensive clinical laboratory, hands on learning activities which span 1-6 credits of per course, minimum contact hours in addition to number of courses are used to clarify and ensure equity of 1 course is 10% framework.

Other Considerations:

- At the Chair's discretion, teaching loads may be further reduced for administrative appointments or other factors listed below. This is determined by the chair and at the chairs discretion.

- 6 CH for clinical education faculty per clinical education course
- 1 CH for faculty who coordinate multiple lab sections of a single lab course. If a lab is co-coordinated extra credit is not given
- 1 CH for classes over 49 that are not being team taught
- 1 CH for online co-op discussion board
- 1 CH for clinical faculty who provide specific clinical expertise to clinical education by mid-term conference evaluation calls (7-10)

The following activities ***do not*** reduce a faculty member's teaching load, except in extraordinary circumstances, at the discretion of the department chair:

- Teaching a new course
- Preparing a new course
- Employing innovative teaching methods
- Directed or independent study supervision
- Mentoring or advising students
- Directing or supervising students' honors theses or capstone projects.
(except PT project see below)
- Supervising students' independent or mentored research projects.
- Dissertation service.

Definition of a course: A course is defined by registered course number and CRN section. Courses which house 2 CRN's together (such as lab sections) will only be counted separately if they occur at a different time. [Example PT5502 CRN 32145 and CRN 32146 occur from 2-5 on Monday is a 1 credit 3 hour lab. This will be counted as 1 course and 3 contact hours for the faculty involved in the course.] PT Project 1 and PT Project 2 that occurs over 2 semesters counts as 1 course for 2 CH but cannot be the faculty members only course.

Course definition when courses are team taught: In team taught courses up to two faculty may be given full credit and the amount of contact hours for a course provided the course has more than 49 students and both faculty are involved throughout the entire course.

- In cases where faculty are involved in portions of courses for teaching modules or certain topic areas, portions of contact hours will be given for the course at the discretion of the chair but following

- Up to 25% of the course ¼ contact hours
- 25-50% of the course 1/2 contact hours
- 51-75% of course 3/4 contact hours
- 75-100% of course full contact hours

- Clinical Education Courses. 6 CH for clinical education faculty per clinical education course

2. Scholarship Workload

Scholarship/Research:

All full time non-tenure track faculty will be given a minimum of 10% for scholarship. The Non tenure-track expectations of scholarship are related to their field of expertise which demonstrate excellence in their profession.

All tenure track and tenured faculty are expected to seek and obtain grant funding from funding sources consistent with their areas of research. Faculty must demonstrate a record of scholarly productivity (i.e., peer-reviewed journal articles, patents, successfully-funded grants, discoveries of new knowledge) in their area of expertise, at a level that is consistent with expectations for peers and aspirational schools at Research-1 universities.

Non research active tenured faculty must be assigned a minimum of 10% scholarship.

3. Service Workload

All full time faculty regardless of tenure status are required to participate in 2 department committees, 1 external service commitment whether it is college, university or professional area, 1 department admissions committee and 2 admissions events per year for 10% of service.

Additional 5% -10% service percentages can be given to faculty at the discretion of the chair

- Chair a committee with extensive time commitment
- Serve on college or university committees with extensive time commitment
- Serve as coordinators of certificate programs with extensive time commitment
- Serve as laboratory coordinators or lab safety officers with extensive time commitment

Directing educational programs is service, not teaching. Education program directors may or may not receive a course reduction for their program direction responsibilities, at the discretion of their chairperson or dean. Small programs will not necessarily result in course reductions, and in some instances, directing an educational program may meet a faculty member's service contribution to his or her department.

While valued by the department and college, professional and community service may not take the place of service that is needed to the department, College, and University.

4. Professional Development:

All faculty will be given 10% workload for professional development. Professional development includes, ongoing clinical practice, ongoing continuing education, mentorship for research and teaching expertise.

Professional development activities should be listed under Research/Scholarship Activity in the Annual Merit and Performance documents.

Administrative appointments in the department will be given appropriate percentage weight and workload will be decreased in accordance of the respective position.

F. Approvals

Date of approval by department chair: _____ 11/3/17 _____

Date of any subsequent modifications: _____ 12/12/17 _____

Anticipated date of next review: _____ 12/18 _____

Date of approval of the unit's dean: _____ 12/21/17 _____

Date document was sent to the Provost's Office to be included in the master list of policies for all units: _____ 12/22/17 _____

Date of approval of the provost: _____ January 2018 _____

Addendum approved by Department and Dean January 2021