

Department of Medical Sciences Faculty Workload Policy  
School of Clinical and Rehabilitation Sciences  
Bouvé College of Health Sciences

1. GOALS AND PURPOSE OF THE POLICY

The goals of the workload policy are to fulfill the responsibilities of the department by recognizing and supporting faculty members' diverse strengths, talents, and contributions to the department, school, college, and university and to ensure equitable consideration in merit review. A typical workload for faculty includes teaching, research/scholarship activities, and service. This policy is designed to ensure equity in overall workload, rather than equity in just one or two components of the workload. This policy applies to full-time faculty in the Department of Medical Sciences, including tenured/tenure-track faculty and non-tenure track faculty.

2. FACULTY APPOINTMENTS AND WORKLOAD

The chair of the department, with assistance from the associate chairperson and program directors, 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 throughout the year as needs arise with notification and discussion with the individual faculty. The department chair has the discretion to adjust workload for faculty members who hold substantial administrative duties to replace certain teaching obligations with dedicated service time.

Annual workload expectations are given below for teaching and education (collectively referred to hereafter as “teaching”), research, scholarship, and creative activities (collectively referred to hereafter as “scholarship”), and service and community outreach (collectively referred to hereafter as “service”).

A. Tenured Faculty

- 40% Teaching
- 40% Scholarship
- 20% Service

B. Tenure-Track Faculty

- 40% Teaching
- 50% Scholarship
- 10% Service

C. Non-Tenure-Track Faculty

- 70% Teaching
- 10% Scholarship
- 20% Service

D. Joint appointments will be made in accordance with university, college, and school policies. The workload of a jointly appointed (i.e., interdisciplinary) faculty member will be commensurate with the faculty member's appointment percentage across their departments. Jointly appointed tenured or tenure-track faculty members carry a primary obligation to the tenure home and a secondary obligation to the non-tenure unit such that teaching, and service activities are commensurate with their percentages of their workload.

- The chair of the faculty member's tenure-home department will be the conduit/liaison through which workload and performance review discussions are held between departments. The chairs of the respective units will communicate regarding their jointly appointed faculty member's workload prior to each goals and performance review/workload meetings.
- In discussions with the chairs of both departments, service requirements will be made explicit such that they do not exceed the required service expectations/percentage.
- Faculty candidates considering jointly appointed positions will be informed by the department chair(s) of workload expectations across units.

### 2.1 Teaching:

Teaching is defined as student instruction, support, and/or contact that is conducted while delivering the curriculum. Instruction may be in several different formats, including (but not limited to): course direction, lecture, small groups, workshops, labs, simulations, practicums, capstone/thesis/dissertation advising, and precepting and/or facilitating instruction at clinical sites.

One three-credit graduate course or four-credit undergraduate course is equivalent to 10% of teaching workload.

In medical education and the Physician Assistant (PA) program cross-teaching is frequently required to best educate students as medical providers. The PA program is a rigorous, 103-unit degree that requires approximately 40 hours of didactic lectures, activities, and lab per week in the first year. Additionally, many activities and labs require individualized teaching of small groups of students by all program faculty, increasing the number of student contact hours even further. As semester hours significantly underestimate the actual teaching hours in the didactic year, the program faculty workload policy is oriented around teaching hours and not semester hours.

To calculate teaching workload, teaching/contact hours will be converted to Carnegie Unit/Semester Hour equivalents. Fifteen (15) hours of teaching/contact is considered equivalent to one (1) Carnegie Unit/Semester Hour. For example, 45 teaching/contact hours at the graduate level is equivalent to a one three-credit graduate course or 10% of teaching workload.

### 2.2 Scholarship:

Scholarship is defined broadly and involves any research, creative endeavor, or professional development which serves to advance the department, school, college, university, or discipline/profession at the regional, national, or international level. Examples include (but are not limited to):

- Conduct original research.
- Author book chapters.
- Professional skill development.
- Presentations.
- Collaboration and support of research.

Faculty can reduce their teaching workload by buying out with grant funding per [college policy](#).

### 2.3 Service:

Service within a faculty workload refers to the active participation, involvement, and contributions of faculty members to the academic institution, their professional community, and the broader society. It encompasses activities beyond teaching and research, including administrative duties, committee work, mentoring, public engagement, and other endeavors that contribute to the functioning and advancement of the department, school, college, and university.

Examples include (but are not limited to):

To the Institution (program, department, school, college, university) is expected of all faculty members and includes activities such as:

- Mentoring faculty to promote a culture of success.
- Service on program, department, school, college, and/or university committees.
- Administrative duties assigned to faculty by the department chair.
- Attendance and engagement at faculty meetings.
- Membership and activity on committees (school, college, and/or university level),
- Membership on student capstone, thesis, or dissertation and scholarly project committees outside of assigned teaching workload.
- Advising and/or precepting at the undergraduate and/or graduate level,
- Supervision and oversight of part-time faculty.
- Faculty and student recruitment.
- Student group mentorship.

To the Discipline/Profession may include activities such as:

- Clinical practice in a health care setting.
- National board certifications or awards.
- Expert panel or committee membership.
- Participation in local, state, regional, national, or international professional organizations and publications (e.g., journal reviewer, service on editorial boards).

To the Community/Public may include activities such as:

- Health-related community service projects,
- Invited presentations to the public,
- Consultation with community healthcare agencies.
- Service to professional boards or societies
- Service on relevant regional, national and/or international committees

While service to the discipline/profession and community/public are valued by the department they may not take the place of service that is needed to the program, department, school, college, and university.

### 3. REDUCTIONS IN WORKLOAD

Reductions in workload are permitted for any University approved leave, including parental leave and medical leave.

### 4. REVIEW OF THE WORKLOAD POLICY

Review of the department workload policy will be conducted annually. Review of the workload policy can be initiated by full-time faculty member at any time. The process includes submitting a letter to the chair in writing with a rationale.

### 5. APPEALS OF WORKLOAD

A faculty member wishing to appeal a workload assignment must file a written statement including rationale with the chair within two weeks of the original notification of the workload assignment. The chair and the school associate dean will consider the appeal on its merits and make the final determination as to whether a modified workload assignment is warranted. The chair and associate dean shall respond within three weeks following receipt of the appeal. When the matter is not resolved at the school level, further appeals will be directed to the Dean of Bouvé College of Health Sciences for review.

Date Approved by Department Faculty: 8/23/2023

Date Approved by Dean: 1/2/2024

Date Approved by Provost: 1/8/2024