

# Utah Tech University Policy

## 635: Faculty Workload



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### I. Purpose

- 1.1 To define the method Utah Tech University (“the University”) uses to assign the thirty (30) credit-hour Annual Faculty Workload and assignment of workload factor by course for all faculty.

### II. Scope

- 2.1 This policy applies to all Full-Time Faculty and instructors assigned to courses.

### III. Definitions

- 3.1 **Academic Administrative Credit Hours (A-ACH):** The unit of workload for administrative duties that serve the University through an assignment from the Provost and Vice-President for Academic Affairs or President. See Policy 635a, Workload Model 2.1, Table 4.
- 3.2 **Academic Support Credit Hours (ASCH):** The unit of workload for academic activities that support student learning and success outside of direct instruction and in excess of required Service. See Policy 635a, Workload Model 4.1, Table 5.
- 3.3 **Annual Faculty Workload:** The standard annual workload for a Full-Time Faculty member is thirty (30) workload credit hours. The actual annual workload credit is calculated as the sum of instructional credit hours (ICH), administrative credit hours (ACH), academic support credit hours (ASCH), shared governance credit hours (SGCH), service, and scholarship/creative activity.
- 3.4 **College Administrative Credit Hours (C-ACH):** The unit of workload for administrative duties within a College that are assigned by the dean in

excess of required Service.

- 3.5 ***Concurrently Taught Combined Level Course:*** When two courses are taught simultaneously in the same space, the two courses are combined.
- 3.6 ***Contact Hours:*** The time during which a student participates in active instruction as part of a course of study.
- 3.7 ***Enrollment:*** The number of students in a course section counted at the end of the third week of the semester.
- 3.8 ***Faculty Contract Period:*** The period beginning on the day set by the University as the reporting date for Full-Time Faculty for Fall Semester (five business days before the first day of classes) and ending five University business days after the University's Spring Semester Commencement for a standard nine (9) month contract. Individual faculty contract periods may vary.
- 3.9 ***Faculty Workload:*** As described in Policy 633, faculty workload shall consist of a range of duties within the larger areas of student learning and success, service, and scholarship/creative activity.
- 3.10 ***Faculty Workload Committee:*** A team of faculty and staff assigned to review and recommend changes in faculty workload policy.
- 3.11 ***Faculty Workload Model:*** Policy 635a contains equivalency definitions, class categorizations, and workload formulae. These definitions, categorizations, and formulae will account for such variables as class size, the nature of instruction, laboratory or clinical contact time, artistic performance responsibilities, reassigned time for administrative duties, and other factors determined relevant by the Faculty Workload Committee. The model also details credit equivalencies for ongoing faculty reassignment.
- 3.12 ***Full-Time Faculty:*** All faculty assigned more than 29 hours per week workload as defined by individual contract.
- 3.13 ***General Education Foundational Writing:*** Courses specific to introductory, lower-division English writing that satisfies the General Education English (EN) sections.
- 3.14 ***Instructional Credit Hours (ICH):*** The unit of measure for faculty instructional activity as defined by Utah Board of Higher Education (UBHE) policy, which incorporates course instruction and/or supervision. See Policy 635a: Workload Model 1.1

- 3.15 **Librarianship:** Librarianship involves activities in the library that facilitate information access.
- 3.16 **Overload:** The amount of workload beyond the standard thirty (30) credit annual workload for a Full-Time Faculty member. If a contracted Full-Time Faculty member teaches in excess of the required annual workload, additional compensation is distributed during the academic year as determined by the Dean.
- 3.17 **Shared Governance Credit Hours (SGCH):** The unit of workload for administration in the Faculty Senate. See Policy 635a, Workload Model 5.1, Table 6.
- 3.18 **Student Credit Hours (SCH):** The amount of academic credit awarded to a student for completion of a course or program of study.
- 3.19 **Team-Taught Course:** Course taught by two (2) or more faculty who have joint responsibility for instruction and grading.
- 3.20 **Workload Factor (WLF):** Unit of measure used to indicate the amount of instructional workload awarded per student credit hour, e.g., a faculty member may be assigned a WLF of 1.33 for a laboratory section, so a three SCH lab would result in four instructional workload credits for the faculty.

#### IV. Policy

- 4.1 The Utah Board of Higher Education (UBHE) classifies Utah Tech University as a Regional University (UBHE Policy 312.4.2). This classification means that faculty workload is aligned with both UBHE Policy R485-3 and our associated institutions classified as Regional Universities. Consequently, each tenure track faculty member is expected to complete twenty-four (24) workload credits of instruction annually. In addition, faculty are expected to participate in service, scholarly, and creative activities equivalent to six (6) workload credits, for a total of thirty (30) credits annually.
- 4.1.1 Academic Librarians substitute librarianship for instruction as outlined in Faculty Review Criteria for Academic Librarians addendum of Policy 641.
- 4.1.2 Clinical and Professional track faculty are expected to complete thirty (30) workload credits of instruction annually in compliance with Policy 631.
- 4.1.3 The academic dean approves all academic assignments in

consultation with the applicable department chair(s). Assignments in multiple colleges will be coordinated between colleges.

- 4.1.4 Faculty may receive workload credit only for the following activities: direct instruction in university classes, administrative duties, academic support, shared governance, service, and scholarship/creative activity.
- 4.2 The Faculty Workload Committee conducts ongoing reviews of the faculty workload policy. The Faculty Workload Committee shall make recommendations regarding changes to the Faculty Workload Model to the Provost/Vice President of Academic Affairs and the Dean's Council. The revised Faculty Workload Model will be sent to the Academic Council, President, and Board of Trustees for approval.
- 4.3 Changes to the Faculty Workload Model may be implemented at the beginning of Fall Semester, but only after the revised Faculty Workload Model has been approved by the Provost/Vice President of Academic Affairs, Academic Council, and the Board of Trustees.
- 4.4 Team-Taught Courses: Instructional Credit Hours (ICH) given for team-taught courses, those taught by two or more faculty who are primarily responsible for instruction and grading, will be divided among responsible faculty as determined by the dean, department chair, and the participating faculty. The total amount of workload assigned shall not exceed the amount of instructional workload specified in the Workload Model. Individual faculty will not receive the entire workload for team-taught courses. In cases where the instructional workload for a course is as heavy for each faculty as it would be in a course taught by a single faculty, the Provost/VPAA may grant approval for additional ICH to be assigned.
- 4.5 Concurrently Taught Combined Level Courses: For example, there is not enough demand for either a beginning or an intermediate course of a given variety; however, when the two courses are combined, there is enough demand to justify teaching the two courses together. When beginning and intermediate courses are taught concurrently, the instructor will receive ICH for one course, but not both.
- 4.6 ICH Adjustment: If agreed upon in writing by the faculty member, department chair, and dean prior to the adjustment, a faculty member may adjust their ICH from semester to semester within a contract period but are responsible for thirty (30) workload credits during the annual contract period, which does not include summer session semester (e.g., a faculty member may teach 15 ICH in the fall semester and nine ICH in the

Spring semester for a total of 24 ICH for the contract year).

- 4.7 Course Cancellation: For various reasons (low enrollment, classroom efficiency, instructor load, etc.), a dean may cancel scheduled courses.
- 4.8 Minimum enrollment in order for a faculty member to receive full workload credit for a course is ten (10) students, except where otherwise stipulated by accreditation, other pedagogical requirements or norms, or the Dean and Provost/VPAA approval.

## **V. References**

- 5.1 Utah Board of Higher Education Policy R312: Utah System of Higher Education and Institutional Missions and Roles
- 5.2 Utah Board of Higher Education Policy R485: Faculty Workload Guidelines
- 5.3 University Policy 602: Undergraduate Curriculum Approval and Revision
- 5.4 University Policy 631: Faculty Categories
- 5.5 University Policy 633: Faculty Rights & Responsibilities
- 5.6 University Policy 641: Faculty Retention, Tenure, and Promotion
- 5.7 University Policy 702: Administration and Governance of Graduate Studies

## **VI. Procedures**

- 6.1 Workload equivalency and appropriateness of workload will be determined through the following procedure:
  - 6.1.1 An academic entity (individual, program, department, etc.) may propose changes to the “Faculty Workload Model” by submitting a request in writing to the chair of the Faculty Workload Committee. The request must first be approved by the department chair and College dean before consideration by the Faculty Workload Committee.
  - 6.1.2 The Faculty Workload Committee is assigned to review and recommend workload modifications to the Provost/VPAA and Academic Council for approval.
- 6.2 The Graduate and Undergraduate Curriculum Approval Procedures identified in University Policy 602 and University Policy 702 are responsible for initially classifying each academic-credit course according to the Workload Model in Policy 635a, followed by approval of the

Academic Council, Provost/VP Academic Affairs, and Board of Trustees. Changes to the classification of a course must also be approved through the curriculum approval procedures, Academic Council, Provost/VPAA, and Board of Trustees.

- 6.3 The Faculty Senate shall establish and maintain procedures to ensure equitable faculty representation on the Faculty Workload Committee of academic departments, divisions, and colleges across campus. Faculty Workload Committee shall consist of:
  - 6.3.1 Chair: The Provost/ VPAA and the Faculty Senate President will jointly designate a tenured professor to act as a voting chair of the Faculty Workload Committee for a three-year period. Such appointment must be made by February 15 in the last year of the previous chair's term. Individual chairs may not immediately succeed themselves in the position of chair.
  - 6.3.2 At least one faculty member is assigned from each college and the library. The Faculty Senate will recommend Committee members to the Provost/VPAA for approval.
  - 6.3.3 Representatives with unique or unusual workload issues may be invited to present a recommended change but are not voting members.
  - 6.3.4 Director of general education or designee (ex officio)
  - 6.3.5 One representative from Institutional Effectiveness (ex officio)
  - 6.3.6 One representative from Human Resources (ex officio)
  - 6.3.7 One representative from the Curriculum Office (ex officio)
  - 6.3.8 Provost or designees (ex officio)

## **VII. Addenda**

### **7.1 University Policy 635a: Faculty Workload Model**

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Policy Owner: Provost/Vice President of Academic Affairs  
Policy Steward: Faculty Senate

History:

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