

Faculty Policy - Faculty Workload

Policy:

It is the intent of Bismarck State College to implement a faculty workload policy that promotes student learning and is consistent with the institutional mission. Commensurate with this goal, and vital to its achievement, is the fair and equitable treatment of faculty in a work environment that enhances creativity, innovation, and the academic freedom to develop and deliver individual courses and entire curricula to meet the needs of our students and the larger community we serve.

Among the perceived strengths of the learning experience provided by the college are small classes, innovative teaching, technologically enhanced curricula, and quality student-faculty interactions in traditional and virtual classrooms. These strengths, in part, derive from the expertise of faculty in the content and pedagogical techniques of their individual disciplines, faculty participation in the governance of the institution, and their availability on a daily basis to interact with students.

Workload:

Faculty position descriptions include three components: teaching, scholarship, and service. Workload may be defined as the sum of the activities needed to successfully meet the responsibilities inherent in these components.

Responsibilities of each faculty member include, but are not limited to:

- (1) developing and delivering the curricula required to meet the needs of our students and the mission of Bismarck State College,
- (2) assessing student outcomes as a basis for improving learning and maintaining the academic integrity of programs,
- (3) advising students accurately and knowledgeably to help them attain their academic goals,
- (4) actively participating in committees, process improvement teams, faculty senate and other bodies concerned with day-to-day governance of the campus, and
- (5) maintaining proficiency in their disciplines including an appropriate presence in the community.

Measurable Workload Components:

Measurable workload components include:

1. Advising Load
2. Committee Load
3. Teaching Load

Other considerations:

1. Overload pay will be authorized during second semester or earlier, if in the judgment of the Department Chair and appropriate Academic Dean, the yearly average will exceed the guidelines.

Advising Load Calculation:

Department Chairpersons in concert with the appropriate Academic Dean will ensure that advising duties within a discipline are evenly shared by the faculty teaching in that area. No faculty member shall have more than 50 advisees except under special circumstances. Additional advising duties may be assumed by a faculty member in exchange for a proportionate reduction in workload in another area.*

Committee Load Calculation:

Faculty shall choose to serve on, or be assigned to, standing committees at the beginning of each academic year. Subcommittees, *ad hoc* committees and process improvement teams may be constituted during the year as the need arises. Time commitment differs dramatically with the task before a committee, thus there is no specified minimum or maximum committee assignment. Faculty with particularly heavy committee loads may receive a proportionate reduction in workload in another area.*

Teaching Load Calculation:**

Block Instruction (Trade-Technical Programs):

1. **30** credit hours will be considered a full-time teaching load per year. This equates to an average of **15** credit hours per semester.

or

2. An average of **25** contact hours per week per semester will be considered a full-time load when teaching classes of a lecture-laboratory combination.

NECE entirely online or with a mixture of online and on ground delivery:

1. **45** credit hours will be considered a full-time teaching load per year when the faculty member is on an eleven-month contract. This equates to an average of **16** credit hours per fall and spring semester and **13** credit hours for the summer term.

or

2. **32** credit hours will be considered a full-time teaching load per academic year for faculty on nine-month contracts. This equates to an average of **16** credits per term.

or

3. **54** credit hours will be considered a full-time teaching load per year for telecommuting faculty on an eleven-month contract who are not on campus to participate in campus governance. This equates to **19** credit hours per fall and spring semester and **16** credit hours for the summer term.

or

4. **38** credit hours will be considered a full-time teaching load per academic year for telecommuting faculty on nine-month contract who are not on campus to participate in campus governance. This equates to **19** credits per term.

All Others:

1. **30** credit hours will be considered a full-time teaching load per year. This equates to an average of **15** credit hours per semester.

or

2. An average of **17** contact hours per week per semester will be considered a full-time load when teaching a combination of lecture classes and laboratory classes.

*See **Workload Variations** at the end of this policy.

**Workload calculations are not meant to be applied to faculty with special ten and eleven month contracts.

Implementation Guide:

1. When determining a full-time teaching load for a semester, either the credit hour total or the contact hour total, whichever is more beneficial to the instructor, is used. In NECE, only credit hours will be counted since teaching loads normally consist of a combination of on ground and online instruction.
2. Semester teaching loads exceeding the credit or contact hour limits may be offset by lighter loads in the other semester to achieve an average annual teaching load within the guideline limits.
3. Special assignments may be used as part of load. (See **Workload Variations** below.)
4. Unusually heavy advising or committee loads, if documented, may be used to reduce teaching load.

Workload Variations:

Bismarck State College recognizes that no workload policy can adequately take into account the multitude of differences in types of instruction and effort required to teach highly variable curricula well. The workload policy must, therefore, be flexible if Bismarck State College is to continue to provide the best learning opportunities for students in both traditional and virtual classrooms. Department Chairpersons, in consultation with the faculty, shall recommend to the appropriate administrator minimum and maximum class sizes consistent with institutional policy, medium of course delivery and resource limitations.

Adjustments to workload are made at the department level, following discussion between the faculty member and the Department Chairperson, with the approval of the appropriate Academic Dean. Adjustments to teaching load and class size must be documented and accompanied by a written rationale. Documentation and rationale will be on file in the appropriate administrator's office.

Special Considerations:

Flexibility in workload policy is needed to meet the demands of rapidly changing formats and media for delivering courses for the benefit of the students, faculty and college. The following guidelines are to be used by Department Chairpersons and the appropriate administrator when scheduling classes and faculty to teach them.

1. The first priority for scheduling classes is to meet the needs of students.
2. Second and subsequent priorities are to meet the needs of the college and to make best use of limited resources.
3. Department Chairs are responsible for scheduling classes. Full-time faculty have first choice for scheduled classes except that full-time faculty will not normally be scheduled to teach from noon to 1 PM on Tuesdays or Thursdays.
 - a. Full-time faculty negotiate teaching schedules with Department Chairs; faculty may be required to teach weekend or distance education classes as part of load or to meet the instructional needs of the college.
 - b. Department Chairs have the right and responsibility to assign faculty to develop and teach classes, within their areas of proficiency that are deemed necessary to meet the needs of students and the college.
 - c. Extended-day classes, online classes and IVN/ITV classes may be counted by faculty as part of normal load regardless of the times they are offered.
 - d. Any class beginning at or after 4:30 PM may be counted by faculty as an extended day class.
 - e. On-line classes may be counted by faculty as part of normal load or as extended day classes.
4. Online classes will typically be limited to twenty-five (25) students.

History of This Policy:

First policy draft by the Workload Process Improvement Team. Approved by the President's Cabinet on February 8, 2000. Policy effective in the summer of 2000.

Revisions – January 13, 2004; November 29, 2006; May 10, 2007; June 26, 2008; March 8, 2011; January 18, 2017.