

OFFICE OF ACADEMIC AFFAIRS DIVISIONAL PROCEDURES

FACULTY WORKLOAD POLICY

Responsible Division: Office of Academic Affairs

Responsible Department/Unit:

Revision History: July 2024

Effective Date:

Next Review:

LECTURE (LE); PRACTICUM (PR); DISCUSSION (DI); SEMINAR (SE); AND RECITATION (RE)

Lecture (LE): A lecture is formalized instruction, conducted on or off campus, in which the teacher creates an educational experience for students by applying any combination of instructional methods such as lecture, directed discussion, demonstration, active learning or the presentation of audio-visual materials or techniques. The courses require no specialized instructional facilities such as laboratories or other specialized space but may be offered in any general classroom or via web instruction.

Practicum (PR): A practicum is an on- or off-campus work-related experience which is integrated with academic instruction in which the student applies concurrently learned concepts to practical situations within an occupational field. To assure proper coordination of the experience, the practicum is coordinated by a faculty member who visits the student at least once every two weeks, provides the final grade, and teaches at least one course on the campus related to the field of the practicum experience. Each student who is enrolled in a practicum shall also be enrolled in an on-campus seminar or course related to the field of the practicum experience.

Discussion (DI): A discussion is used most often in conjunction with a lab to describe an instructional format in which the observations made in the lab are further discussed. This may be a formal class in which discussion, rather than lecture, is the pedagogical structure or via web instruction. There is typically a customized format presenting the discussion process

Seminar (SE): A seminar is an educational experience which is less formal than a classroom/lecture/discussion class in which students engage in guided discussions directed by a faculty member in the development and/or review of concepts which have been or are to be applied to practical situations. The courses require no specialized instructional facilities such as laboratories or other specialized space but may be offered in any general classroom or via web instruction.

Recitation (RE): A recitation is used to describe breakout groups which meet in conjunction with a lecture to review exams, discuss issues, address questions, and extend the instruction that occurs in the larger lecture, these may at times be overseen by a graduate teaching associate. The courses require no specialized instructional facilities such as laboratories or other specialized space but may be offered in any general classroom or via web instruction.

Clinical Instruction (CI): Clinical instruction occurs when a YSU faculty member is directly responsible for the students at all times at the clinical site and provides instruction, direct supervision, and evaluation of each student's performance for all clinical skills. If the YSU faculty member is not present at the site, these students are not able to participate in the clinical experience.

**Faculty Led Study Abroad or Domestic are HEI classified as LE/PR

LE/PR/SE/DI/RE/CI courses

1 Credit Hour = 1 WLH

These courses are also subject to being treated as a conference course in the instance enrollment drops below 15 for undergraduate and below 9 for graduate courses and needs to be taught. The formula is as follows for LE/PR/SE/DI/CI and RE:

Undergraduate: SCH/15

Graduate: SCH/9

Per ODHE:

1 credit hour = 50 minutes per week for 15 weeks in class and 100-120 minutes per week out of class

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LAB (LB); CLINICAL (CL) AND STUDIO (ST)

The student is traditionally required to devote a greater number of weekly contact hours in a LB/CL or ST course than the number of credit hours received for successful completion of the course

Lab (LB): A laboratory is an educational activity in which students conduct experiments, perfect skills, or practice procedures under the direction of a faculty member. A laboratory requires applied study in a place on campus especially equipped for that purpose.

Clinical Laboratory (CL): A clinical laboratory applies only to healthcare or health-related programs. A clinical laboratory is a course section which meets in a clinical facility on campus or at a health-related facility in lieu of on-campus laboratory instruction. Clinical laboratory sessions provide a realistic environment for student learning to assess and treat actual patients. During a clinical laboratory session, a faculty member directly supervises each student's performance and the patient's status.

Studio (ST): Studio is used to describe music, performance art, and theater courses. In a studio course there are demonstrations of specific skills, lecture portions are either non-existent or very limited and the class is structured as a practicum of specialized skill development or enhancement with the guidance of instruction from a faculty member. Studio courses require little or no out-of-class study, but may require significant time spent practicing the studio experience.

LB/CL/ST Courses

LB/CL/ST with outside coursework/grading/preparation

1,125 in-class minutes per semester = 1 WLH

75 in-class minutes per week (1,125 per semester) = 1 WLH

100 in-class minutes per week (1,500 per semester) = 1.33 WLH

150 in-class minutes per week (2,250 per semester) = 2 WLH

225 in-class minutes per week (3,375 per semester) = 3 WLH

For classes that are combination (i.e., LE/LB or LE/ST), clock hours for each portion shall be noted

Clock hours are a unit of measure that represent an hour of scheduled instruction given to students.

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INDIVIDUAL STUDY (IS); INTERNSHIP (IN) AND COOPERATIVE EDUCATION (CO-OP)

The census date for WL for courses in this category is determined at the fourth week from the start day of the semester during full term courses and the third week from the start day of 7- or 8-week courses

Individual Studies (IS): Individual studies describes course sections in which a faculty member works with a student or small group of students. Individual Studies may be associated with coursework or with Master's and Doctoral level requirements.

Clinical Supervision: Clinical supervision applies only to healthcare or health-related programs. A faculty member is responsible for arranging and coordinating the experience for the student. A faculty member oversees the student's progression at the healthcare or health-related facility but the student is directly supervised by a clinical or facility preceptor on location. The faculty member monitors weekly progress of the student but is not with the student on a daily basis for instruction and evaluation of performance. The faculty member typically makes regular site visits to interact with and evaluate the student's progress. The faculty member provides the final grade for each student. WL is equivalent to an IS course.

Internships (IN): Internships are a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work or community service experience and that:

- Are of a specified and definite duration;
- Evaluates each participating student's performance in the internship position, both from the perspective of the student's institution of higher education and the student's internship employer;
 - If the faculty member makes frequent site visits to interact with the student (SCH/15)
 - If the faculty member does not make site visits on a frequent basis to interact with the student (SCH/24)
- May provide participating students with academic credit upon successful completion of the internship, and the internship site may provide students with compensation in the form of wages or salaries, stipends, or scholarships.

Clinical Coordination and non-clinical internship: A faculty member is responsible for arranging and coordinating the experience for the student. The faculty member oversees the student's progression at the facility but the student is instructed and evaluated by a clinical or facility preceptor on location. The faculty member monitors weekly progress of the student through interaction with the preceptor(s) but is not directly instructing or evaluating the student at the site nor do they make site visits on a regular basis to interact with the student. The faculty member provides the final grade for each student based upon preceptor assessment of student performance. WL is equivalent to an IN course.

Cooperative education (CO): Cooperative education is a partnership between students, institutions of higher education, and employers that formally integrates students' academic study with work experience in cooperating employer organizations and:

- Alternates or combines periods of academic study and work experience in appropriate fields as an integral part of student education;
- Provides students with compensation from the cooperative employer in the form of wages or salaries for work performed;
- Evaluates each participating student's performance in the cooperative position, both from the perspective of the student's institution of higher education and the student's cooperative employer;

- Provides participating students with academic credit from the institution of higher education upon successful completion of their cooperative education;
- Is part of an overall degree or certificate program for which a percentage of the total program is acceptable to the chancellor of the Ohio Department of Higher Education and involves cooperative education.

IS/IN Courses

IS and Clinical Supervision courses:	SCH/6 (0.17)
IN and Clinical Coordination courses:	SCH/15 (0.07)
IN or CO with minimal visits:	SCH/24 (0.042)

Classes that are not directly led but are supervised by the faculty member (WL = SCH/24):

For internships and independent studies, a student credit hour should follow these guidelines.

For every 1 credit hour, the student completes a minimum of 45 hours of internship

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The census date for WL for courses in this category is determined at the fourth week from the start day of the semester during full term courses and the third week from the start day of 7- or 8-week courses

Student Teaching (HEI classification is IN but WH is below):

University supervisors hold full- or part-time faculty assignments in Teacher Education, Art, or Music. They earn 0.75 WL over 16 weeks for each student teacher they supervise. In the case of dual licenses, if separate supervisors are appointed for the two licensure areas, each supervises the student for eight-weeks and earns .38 WL.

1 student for 16 weeks = 0.75 WL

1 student for 8 weeks = 0.38 WL

Music Ensemble (HEI classification is ST but WH is below):

Applied classes or small ensemble: 1 Clock Hour = 0.666 WL

Large ensembles: 1 Clock Hour = 1 WLH

XL ensembles: 1 Credit Hour = 5 WLH for Pep; 1 Credit Hour = 6 WLH for Marching

Music Lessons (HEI classification is ST but WH is below):

Private lessons – majors – 1 Clock Hour = 0.666 WL

Private lessons – non-majors – 0.5 Clock Hour = 0.33 WL

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DISSERTATIONS, THESES, AND NON-THESIS GRADUATE PROJECTS

(HEI classification is IS but compensated as follows)

Dissertation: A scholarly project - often involving original research - overseen by an advisor and multiple committee members, that is required to fulfill specified doctoral degree requirements.

Thesis: A scholarly project often involving research – which may include original research - overseen by an advisor and multiple committee members, that is required to fulfill specified master’s degree requirements.

Graduate Project: A scholarly project which may involve research or scholarly work that is overseen by an advisor and at times a committee of graduate faculty members, that is required to fulfill specified doctoral or master’s degree requirements. The scope, expectations, goals, and outcomes of the projects are different than theses and dissertations.

Criteria for Completion:

- (1) University guidelines and procedures must be followed to successfully complete a dissertation, thesis, or graduate project. Procedures, guidelines, templates, and important information are available online at the College of Graduate Studies website.
- (2) It is essential and required that research involving human subjects and/or animals is submitted for approval to appropriate committees – Institutional Review Board (IRB) and Institutional Animal Care and Use Committee (IACUC) respectively and that written approval has been received before proceeding with research or data collection.

Compensation:

Compensation for all work associated with serving as the advisor or member of a dissertation committee, or the advisor of a thesis, for full-time faculty not designated as Research Faculty members will be provided once per student/candidate, within three (3) pay cycles after the thesis or dissertation has been verified as complete by the College of Graduate Studies.

Part-time faculty and others who are not full-time faculty will be compensated as the work is completed. A portion of the amount to be earned will be paid the term that the dissertation or thesis is being worked on, and the remainder paid upon completion of the dissertation or thesis.

Banking of workload is not permitted.

Rates:

- (a) Dissertation Advisor: Flat rate \$3,000
- (b) Dissertation Committee member: Flat rate \$500 for up to two committee members – a third member can be paid if approved by the department chairperson.
- (c) Thesis Advisor: Flat rate \$1,500
- (d) Thesis Committee Member: \$0.00*
Part-time faculty and others who are not full-time faculty who serve as thesis committee members shall receive a flat rate of \$150 for up to two committee members.
- (e) Non-Thesis Graduate Project Advisor: Formula based workload (SCH/6) during the semester that the work occurs
- (f) Research Faculty: up to \$3,500 for Summer

Research Faculty:

With approval of the Provost, Deans will identify and designate Research Faculty where appropriate. The position description of research faculty shall include dissertation, thesis, and graduate project work. As such they will not receive the additional compensation described in Rates (above) but may receive compensation described in Rates (f).

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Conference Courses: courses that are taught despite not having a minimum enrollment of either 15 undergraduate or 9 graduate students (excluding IS/IN/CO)

SCH/15 = undergraduate classes

SCH/9 = Graduate classes

Chair and Dean determine when a course will be conferenced or cancelled based on low enrollment
Minimum of 0.33 WL

High-enrolled courses: Compensation is based on discussion with the Dean and approval of the Provost

RESOURCES:

<https://highered.ohio.gov/data-reports/hei-system/hei-file-doc/hei-enrollment/hei-st#cst>