College of Science, Engineering, and Agriculture (CoSEA) Workload Procedure

1. GENERAL

   The following College of Science, Engineering, and Agriculture (CoSEA) procedure is in response to the University Procedure 12.03.99.R1 Faculty Workload. In addition to the University Procedure, this CoSEA procedure will be used to define faculty workload within the college. Faculty members are able to generate cumulative workload credits that will reduce the teaching load with the assignments listed below being given total workload credits as listed in this procedure.

2. TEACHING LOAD

   2.1 Tenured/Tenure Track faculty will normally be assigned a teaching load of 24 hours of workload credits per academic year. Tenured/Tenure Track faculty will be evaluated annually using the standard institutional evaluation form based on teaching, service, and RSCA.

   2.2 Unless otherwise stated in their contract, Non-Tenure Track faculty will normally be assigned a teaching load of 30 hours of workload credits per academic year, with limited service and professional development activities, and no research requirements. Non-Tenure Track faculty who are assigned 30 hours of workload credits per academic year will be evaluated annually and weighted proportionally based on the criteria for faculty teaching performance. The evaluation will be in a manner consistent with the University Procedure 12.01.99.R0.02 Annual Evaluation of Faculty and 12.01.99.R0.06 Appointment, Reappointment, and Promotion of Non-Tenure-Track and Clinical Faculty.

   2.3 Non-Tenure Track faculty who wish to participate in research must advise their department head and college dean in writing by July 1st of each year in order to be assigned a teaching load differing from the stipulated 30 hours of workload credits per academic year. If approved, these Non-Tenure Track faculty members will receive a contract which stipulates the research or other special requirements of their duties. Non-Tenure Track faculty who are assigned reduced teaching loads will be evaluated annually using the same form as Tenured/Tenure-Track faculty with proportional weighting based on their duties in that academic year.

3. WORKLOAD CREDIT GENERATING ACTIVITIES

   3.1 For the purpose of calculating teaching loads, the college will use the equivalents as listed in the University Procedure 12.03.99.R1 Faculty Workload:

   3.1.1 Undergraduate Lecture and Seminar Courses: 1.0 semester credit hours equivalent to 1.00 teaching workload.
3.1.2 Graduate Lecture and Seminar Courses: 1.0 semester credit hours equivalent to 1.33 teaching workload.

3.2 Other workload equivalencies for specific tasks will be used, as well. When the task involves supervision of students in special courses such as thesis, etc., the faculty member will be given the workload credit equivalencies that are in proportion to the workload a faculty member would receive in a normal course. Equivalencies stipulated in 3.1.1 and 3.1.2 above also apply to these tasks. The following workload equivalencies specific to CoSEA will be used:

3.2.1 Honor’s Thesis Supervision. Faculty who supervise an Honor’s thesis will specifically be given: for every student enrolled in 1 semester credit hour of thesis, the faculty will be given 0.10 workload credit equivalencies. Example: A student is enrolled in 3 semester hours of an honors thesis course. The supervising faculty will receive $3 \times 0.10 \times 1.00 = 0.3$ workload credit equivalencies.

3.2.2 Master’s Thesis/Master’s Research Paper (595) Supervision. Faculty who supervise a Master’s thesis or Master’s Research Paper (595) will specifically be given: for every student enrolled in 1 semester credit hour of thesis, the faculty will be given 0.30 workload credit equivalencies. Example: A student is enrolled in 6 semester hours of a 595 course during a semester. The supervising faculty will receive $6 \times 0.30 \times 1.33 = 2.394$ workload credit equivalencies.

3.2.3 Doctoral Dissertation Supervision. Faculty who supervise a Doctoral dissertation or other terminal paper for a terminal degree will specifically be given: for every student enrolled in 1 semester credit hour of dissertation, the faculty will be given 0.33 workload credit equivalencies. Example: A student is enrolled in 4 semester hours of a dissertation course. The supervising faculty will receive $4 \times 0.33 \times 1.33 = 1.78$ workload credit equivalencies.

3.2.4 Independent Study. Faculty who supervise an Independent Study course will specifically be given: for every undergraduate student enrolled in 1 semester credit hour of independent study, the faculty will be given 0.10 workload credit equivalencies; for every graduate student enrolled in 1 semester credit hour of independent study, the faculty will be given 0.30 workload credit equivalencies. Example: An undergraduate student is enrolled in 2 semester hours of independent study. The supervising faculty will receive $2 \times 0.10 \times 1.00 = 0.2$ workload credit equivalencies. A graduate student enrolled in 2 semester hours of independent study would result in the supervising faculty receiving $2 \times 0.30 \times 1.33 = 0.798$ workload credit equivalencies.
3.2.5 Laboratory Instruction/Supervision of Graduate Assistants

3.2.5.1 Faculty or Teaching Assistants who are listed as Instructor of Record for a laboratory section or activity will receive credit for the laboratory time. The normal calculation for laboratory activities is workload credit = 0.67 X contact hours.

3.2.5.2 If a faculty member chooses to teach a credit-generating, free-standing lab rather than use a graduate assistant, the faculty member will receive 1 hour of workload credit equivalency for every 1 hour of laboratory time, up to a maximum of 2 workload hours per lab section.

3.2.5.3 The “18-hour rule” used for accreditation only applies to courses taught for academic credit. Therefore, non-credit courses or labs are designated as activities of the primary lecture section and can be taught by qualified Graduate Assistants without the 18 hours of graduate credit. CoSEA practice restricts Graduate Assistants with less than 18 hours of graduate credit to teaching entry-level, zero-credit activity sections. Graduate Assistants assigned to a lab activity or other non-credit section are expected to split their time equally between preparation, mentoring, and grading. All Graduate Assistants who work directly with students will be directly supervised by a faculty member who will receive workload equivalencies as listed below.

3.2.5.4 Faculty who are supervising Graduate Assistants will specifically be given: 0.5 hours of workload equivalency per Teaching Graduate Assistant supervised, extended proportionally according to the number of Graduate Assistants supervised in the following manner:

<table>
<thead>
<tr>
<th># of GAs Supervised</th>
<th>Workload Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (10 contact hours/week)</td>
<td>0.5</td>
</tr>
<tr>
<td>2 (20 contact hours /week)</td>
<td>1</td>
</tr>
<tr>
<td>4 (40 contact hours /week)</td>
<td>2</td>
</tr>
<tr>
<td>6 (60 contact hours /week)</td>
<td>3</td>
</tr>
</tbody>
</table>

3.2.6 Clinical Instruction/Supervision of Students “In the Field”. Faculty who provide clinical instruction or supervise students who are performing field work will specifically be given: for every student enrolled in 1 semester credit hour of clinical instruction/field work, the faculty will be given 0.67 workload credit equivalencies.
4. APPLYING WORKLOAD EQUIVALENCY CREDITS

4.1 As stated in the University Procedure 12.03.99.R1 Faculty Workload, workload credits for a faculty member will be applied during the academic year in which the credit is earned. If a credit is not applied during that academic year, it must be applied in the next long semester or it will be forfeited. The University procedure stipulates methods for a faculty member to voluntarily waive unwanted credits during an academic year.

4.2 Note: In practice, variances of less than 1 credit hour of workload equivalency will be negated. This means that after all calculations of workload credit are performed, if a faculty member is above or below their assigned teaching workload of credits by less than 1 semester credit hour of workload for that academic year, the faculty member will be neither penalized nor rewarded for that portion of 1 semester credit hour.