

Faculty Workload Policy
Department of Audiology and Speech-Language Pathology

Introduction

The vision and mission statements of the College of Clinical and Rehabilitative Health Sciences underscore the department’s focus on addressing academic and community needs related to the communication sciences and disorders. The department strives to serve a dual role in the community; as a conduit for the development healthcare professionals, and as a direct service provider to the community. Consistent with the University and College goals, the department prioritizes opportunities for collaborations that support learning, scholarship and service, and that meet the clinical and rehabilitative health needs of our patients. What follows is a plan for the staffing of Department of Audiology and Speech-Language Pathology (ASLP) that considers the needs related to student matriculation and community involvement. The plan addresses these priorities in the context of our professions’ accreditation requirements. Individual faculty workloads will be based upon the frameworks specified below and/or as agreements between the faculty member and the department chair following a consultation that establishes a teaching, research, and service assignment for the academic year. Each faculty’s plan will be consistent with university workload policy and will articulate with promotion and tenure guidelines for the department.

Assumptions and General Considerations:

1. Instruction in ASLP is primarily at the graduate level and requires 12 credit-hour workloads through the academic year (fall and spring) and 9 credit-hour workloads during summer sessions.
2. One 3 credit-hour graduate course counts three hours toward the required 12 credit-hour (0.25 FTE), one 3 credit-hour undergraduate course counts as 2.4 credit hours (0.20 FTE). Dual-listed courses are calculated as Graduate courses if there are graduate students enrolled. Classes with 50 or more students are divided into two sections, however such courses are administered for workload purposes as one class. The table below distinguishes didactic/classroom instructional assignments from those delivered via electronic media.
3. eLearning (synchronous or asynchronous) courses count as follows:

Course Credit Hrs.	Online Correction	Undergraduate FTE	Graduate FTE
Didactic Courses	(multiplier)	Note: All current undergraduate courses are offered online only.	
3	NA	0.20	0.25
4	NA	0.26	0.33
Online Courses			
3	x 0.33	0.26	0.33
4	x 0.33	0.34	0.40

4. One three-credit clinic course consists of graduate student supervision in a variety of clinical settings in both professions. The standard clinic assignment is administered as clinic section(s) consisting of 6-hour/week time slots during which faculty supervise diagnosis and/or treatments sessions for two to four students. Five sections of clinic correspond to a full-time clinic position, therefore, a clinic section equals 0.2 FTE. 30 hours of clinic equals 1.0 FTE, for AUD clinic faculty, four half days (16 hours) should count 0.5 FTE.
5. After completion of the course and clinic FTE, the faculty and chair negotiate the balance of the faculty member's assignment in order to capture research, service, and when applicable, administrative activities. Proposed benchmarks for research and service will be negotiated with the chair at the time the FAP is completed and workload percentages entered. FAEs will be evaluated with respect to faculty meeting their stated objectives by the end of the review period.
6. Faculty who assume administrative duties, other than those associated with particular appointments, must negotiate the assignment with the department chair and may be compensated for such activities with a stipend or with course or clinic release.
7. Workload assignments that specify instructional, service, administrative, and research components should be completed at least 45 days prior to the start of the semester in which the workload will be implemented.
8. Workload assignments will be specified on FAP/R/E documents. Faculty will negotiate with the chair the specific

Specific ASLP Workload Assignments:

1. Department Chair:

12 credit hour semester: 6 hrs administration, one 3-unit class, 3 units research. This same distribution of activity would be maintained during the summer sessions with the exception of course instruction, or administrative assignment. In all semesters clinic supervision could be completed in lieu of, or in addition to, class assignment. Department chair is expected to provide service while participating on departmental, college, and University committees.

2. Full-Time Tenure-Track Faculty

12 credit-hour semester: 9 units of class and/or clinic sections, 3 units research. Faculty workloads reflecting greater relative contributions of research, teaching, or administration would be negotiated with the chair. For example, the department requires graduate coordinators for SLP and AUD, a clinic director for SLP and AUD, and a Director of Audiology (the chair serves as the Director of SLP). Administrative assignments necessitating the provision of either a stipend or course release will be negotiated with the chair. All faculty are expected to provide service while participating on departmental, college, and University committees.

3. Clinic Director for both AUD and SLP – currently there is neither stipend nor opportunity for course release time for this position. Therefore, although no faculty serve officially in this capacity at present, current clinical faculty perform all the duties associated with this position without compensation or release from other duties. Workload policy should be designed so that this position is recognized in a reasonable way (ie., by linking the position to administrative release time, stipend, or other consideration as determined by the department chair). At present, the coordinator's assignment includes an additional 0.5 day/week release from clinic sections to facilitate student placements, corresponding with site preceptors, and site visits.

4. Clinical Track Faculty

15-credit hour semester: Four full days of clinic (30 hours) plus one full day (7.5 hours) administration time comprises 1.0 FTE of clinic workload. Assignments include five 3-unit clinic sections each semester and three 3-unit sections in the summer. The specific clinic assignments will be determined by the Department Chair, Clinic Director, and Supervisor based on complexity and needs of client/patient populations. Each clinic section will be established in a manner that satisfies accreditation guidelines for faculty:student as well as student:client. Clinical track faculty are expected to provide service while participating on departmental, college, and University committees.

5. Graduate Coordinator duties are acknowledged with a stipend in lieu of release time from any of the above guidelines.

6. Program Director/Assistant Chair duties are acknowledged with a stipend in lieu of release time from any of the above guidelines.

Appeals Process:

It is incumbent upon the department chair and faculty member to identify an appropriate workload assignment. If the two parties cannot reach agreement, then the faculty member must file an appeal with a college workload review committee. The workload review committee will be made up of one tenured faculty, one clinical-track faculty, and one tenure-track faculty from departments throughout CCRHS. At least one of the committee members must be from the faculty member's program. After hearing the appeal, the committee will make a recommendation to the chair and dean regarding the faculty member's workload assignment. The appeal process must be completed by at least 30 days prior to the start of the semester in which the workload will be implemented.