

Department of Rehabilitative Sciences
Workload Policy
2019

The Department of Rehabilitative Sciences has a set **workload policy** that is consistent throughout each of the different programs/disciplines. Although, because the programs within the department have unique accreditation guidelines, as well as varying needs, the criteria for faculty workloads must include some flexibility in application. The chair of the department will develop the schedule/workloads according to these general principles.

The College of Clinical and Rehabilitative Health Science's mission is to foster innovative collaborations that support learning, scholarship, and service as well as meet the clinical and rehabilitative health needs of our patients, clients, and communities. The programs within the Department of Rehabilitative Sciences have developed this workload policy with the College mission in mind. Because the programs within the department are diverse and have unique accreditation guidelines and varying needs, the criteria for faculty workloads must include some flexibility in application. The faculty workload is developed after consultation with the chair of the department and provides a basis for each faculty member to establish a teaching, research, and service agenda for the academic year. The policy is also in line with the university workload policy, providing "sufficient flexibility that it allows the department to draw upon each faculty member's unique ability to contribute." This policy also follows the established promotion and tenure guidelines for the department and provides the faculty member with the ability to develop a successful dossier for promotion and/or tenure. Faculty are expected to be engaged in a wide range of professional activities, including teaching, research and scholarship, advisement, work in their professional area, and service and to contribute on a community, state, regional, and/or national basis. It is with this in mind that these workload principles are presented. These principles are intended to be flexible and may require change based on departmental staffing needs and/or budgetary concerns.

The department chair will develop the schedule/workloads according to the following general principles:

1. The department faculty workload of 15 hours a semester is a **maximum** for the fall and spring semester for undergraduate courses. A typical semester load is 12-15 semester hours for faculty teaching exclusively in undergraduate courses. A faculty workload of 12 semester hours is a **maximum** for the fall and spring semester for graduate courses. A typical semester load is 9-12 semester hours for faculty teaching exclusively in graduate courses. For 12-month faculty, the faculty workload for summer is six hours **maximum** as negotiated with the chair of the department. (See TBR Policy 5:01:00:00, II, E.)
2. Traditional didactic classes will have equal workloads (3 credit class = 3 instructional hours). For classes with low enrollment, workload hours are calculated at a rate based on credit hours and number of students.
3. Clinical hours for which faculty have direct patient/student contact for the duration of the clinic time are calculated at a 2/3 rate based on contact hours. (Example: For a clinic

with 12 contact hours per week, the faculty member would be given 2/3 of the contact hours for 8 workload hours).

4. For other clinical supervision hours, workload hours are calculated at a rate based on credit hours, contact time, and number of students. (Example: 2/3 rate for 3 credit hours = 2 workload hours for 3 credit hours).
5. For laboratory classes, the workload is based on credit hours. (Example: 1 hour workload for 1 credit hour).
6. Program directors will be given two (2) workload hours of release during each of the fall and spring semesters to perform their duties. Program directors with external program accreditation responsibilities will be given up to three (3) workload hours of release during each of the fall and spring semesters to perform their duties. Additional release during any given semester may be negotiated with the chair based upon program accreditation needs, e.g., self-study review.
7. Program, clinical, and graduate coordinators will be given one to two (1-2) workload hours during the fall and spring semesters. Program, clinical, and graduate coordinators who are on 12-month contracts will be given a total of three to four (3-4) workload hours for the entire academic year to continue their duties during the summer.
8. Other workload hours may be negotiated with the chair*. Examples include, but are not limited to, the following: distribution of on-line hours, intensive courses, program development, service, and research. See note below about course caps.

*Prioritization of workload hours are based upon the faculty member's annual activities plan with established goals and objectives as agreed upon by the faculty member and chair.

Note: The establishment of course caps will be set by the chair in consultation with course instructors. Adjustments to course caps (such as permitting additional students into a course) must be approved by the instructor affected by the adjustment.

9. If the chair and faculty member cannot reach agreement on the semester workload, then the faculty member may file an appeal with the departmental workload review committee. The workload review committee will be made up of one tenured faculty, one clinical-track faculty, and one tenure-track faculty. 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. The chair and dean will make the final decision and report to the faculty member within ten business days after

receiving the workload review committee's recommendation. The appeal process must be completed 60 days prior to the start of each semester.

- a. Summer workloads will be established by February 28th
- b. Fall workloads will be established by March 31st
- c. Spring workloads will be established by October 31st

Faculty Schedule

_____ Semester _____ Year

Name _____

	Monday	Tuesday	Wednesday	Thursday	Friday
8-9					
9-10					
10-11					
11-12					
12-1					
1-2					
2-3					
3-4					

4-5					

You will also be required to return a faculty **time report** to the department executive aide/department chair by the end of each month. This will include any hours or days that have been taken off for that particular month/pay period. This is to be signed by the employee and after reviewed with annual leave/sick leave forms, signed by the department chair and kept on file. An example of a leave request can be found below. Annual leave may be limited in duration (i.e. taking several weeks at one time during a semester is not recommended).