

Nicole Wertheim College of Nursing and Health Sciences (NWCNHS) Differentiated Faculty Assignment/Workload Policy

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I. GUIDING POLICIES

This policy is to provide guiding principles for fair, equitable, and transparent workload assignment for all faculty of the NWCNHS based on the mission and resources of FIU and NWCNHS. These policies are an effort to be systematic in faculty assignment and be in alignment with FIU and Florida Legislative mandates.

All faculty are assigned instructional effort in compliance with Florida Statute 1012.945.

Florida Statute 1012.945 Required number of classroom teaching hours for university faculty members. —

(1) As used in this section:

(a) "State funds" means those funds appropriated annually in the General Appropriations Act.

(b) "Classroom contact hour" means a regularly scheduled 1-hour period of classroom activity in a course of instruction which has been approved by the university.

(2) "Each full-time equivalent teaching faculty member at a university who is paid wholly from state funds shall teach a minimum of 12 classroom contact hours per week at such university...

In determining the appropriate hourly weighting of assigned duties other than classroom contact hours, the universities shall develop and apply a formula designed to equate the time required for non-classroom duties with classroom contact hours..." History. —s. 783, Ch. 2002-387.

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=1000-1099/1012/Sections/1012.945.html

Assignments are negotiated by faculty members with the Department Chair to address individual professional goals as well as faculty performance. These guidelines are not intended to be rigidly applied rules, but rather to balance the competing priorities of teaching, research and scholarship, and service of a large, public university and academic health center.

These guidelines embody our core values of:

- truth,
- freedom,
- respect,

- responsibility,
- excellence,
- compassion,
- caring,
- innovation,
- integrity,
- collaboration
- cultural competence.

The Dean shall have the final approval of faculty assignments.

II. GENERAL PRINCIPLES

All faculty in the NWCNHS contribute to the teaching mission.

All faculty in the NWCNHS contribute to the scholarship/research mission.

All faculty in the NWCNHS contribute to the service/engagement mission. FIU mandates 10% service/engagement for all faculty.

All tenure track and tenured faculty members are expected to contribute substantially to the research mission of the college. Tenured faculty members without evidence of research outcomes (e.g. grants, data-based publications) will be assigned as per clinical track (non-tenure) guidelines.

All accrediting bodies that accredit programs in the college require that all faculty regardless of rank or track produce individual scholarship/research.

Clinical faculty (non-tenure track) members will have a teaching assignment of 3-4 across the AY, with a lower percentage if they have a faculty practice assignment or clearly-defined scholarship activities and outcomes.

In the first year of appointment, faculty members of any rank will have a teaching assignment of no more than (3-3) across the AY year.

Faculty members with salary support from an external grant or clinical practice contract will have reduction in teaching commiserate with the percentage (%) time on the grant.

Faculty members with an administrative assignment or special project assignment may have a reduction in teaching as approved by the Department Chair and Dean.

Maximum assigned faculty teaching load is 30 Contact Hours per semester.

The 30 contact hours can be a combination of clinical and didactic courses when clinical contact hours are supervised, direct patient care hours.

Maximum assigned teaching in-load is 12 Contact Hours for *didactic* indirect or direct per semester.

No courses can be assigned for more than 8 hours in succession. (BOT- UFF Policy Assignment of Responsibilities (7) Teaching Schedule)

When faculty members share responsibility for a course, the contact hours and preparation time are divided proportionately.

All Faculty are assigned 1 Full Time Equivalency (FTE) which equals 100% assignment.

Clinical practice is included in the 1 FTE and is NOT in addition to when the clinical practice is part of the annual faculty assignment.

As per FIU guideline:

One credit equals 7.5% assignment

Three credits equals 22.5% assignment.

III. INSTRUCTIONAL ACTIVITY- general concepts

Clinical Instruction

Percent effort for faculty for clinical teaching is based on hours/week across the semester, including preparation, debriefing and evaluation/student assessment. The percent effort for clinical instruction for faculty will vary according to level of supervision (direct or indirect), and the time commitment of the clinical (e.g. the hours/clinical day and weeks/semester of the clinical).

Other instructional activity (OIA)

OIA includes other necessary activities that support and contribute to the College's teaching mission. Faculty members may be assigned a proportion of time for activities such as significant development of new teaching approaches, significant improvement of teaching materials, and implementing/evaluating new teaching methodologies, project/ dissertation/ advanced research committee membership, and teaching assignments not accounted for by percentage assignment to courses.

IV. NWCNHS Guidelines for Differentiated Faculty Assignments/Workload for Academic Year (Fall-Spring)

In determining Academic Year faculty assignments, the following guidelines are used:

Tenured Faculty

Teaching – 56.25%: Teaching consists of 15 credit hours or the equivalent contact hours (CH) per Academic Year. This equates to teaching 3 courses one semester and 2 courses additional semester, or a 3 – 3 credit courses and 2- 3 credit courses teaching assignment per AY. Tenured faculty are provided one 3 credit/3CH course release in addition to existing 11.25% assigned for research/scholarship.

Scholarship/Research – 33.75%: Tenured faculty are assigned 33.75% research per AY. All tenured faculty members are expected to contribute substantially to the research mission of the NWCNHS. Tenured faculty without evidence of research outcomes (e.g., grants, data based/theory based referred publications) will be assigned as per clinical (non-tenure) faculty guidelines. This expectation includes minimum of 3-5 refereed publications in print or press per academic year on average over 3 years i.e. minimum 9 publications in 3 academic years, **AND externally funded** major grant (~\$250K) or submission as Principal Investigator (PI) or Co- PI of a minimum of two major grant proposals for external funding per academic year, i.e. two grant submissions per academic year until funded. A faculty member principal investigator, co-principal investigator, or director on a current funded grant that he/she conceptualized and authored meets the expectations of grantsmanship per semester for the grant duration.

Service - 10% (mandatory FIU guidelines): Includes service to department, college, university, regional, state, national, and international healthcare discipline organizations. The expectation is that a tenured faculty member not only participates but leads engagement activities, chairs committees at the department, college, university level and/or engages in leadership at regional, state, national, and international health discipline organization level annually dependent on rank.

NOTE:

No tenured faculty member may be assigned a teaching overload, i.e. Extra State Compensation (ESC) since the College provides course releases per academic year to support tenured faculty members' scholarship/research expectations.

Under extenuating circumstances only, a tenured faculty member may be considered for ESC. However, a written request must be approved prior to the semester assignment in writing by the Dean or the Dean's designee.

A tenured faculty member who does not maintain a record of 1 funded grant or submission of two grant proposals for **external funding** per academic year **AND** 3 referred publications per academic year on average for 3 consecutive years will no longer be given course release for research and will be assigned as per clinical (non-tenure) faculty. Tenured faculty members without evidence of research outcomes (e.g. externally funded grants, data-based, theory based referred publications) will be assigned as per clinical (non-tenure) faculty guidelines. Annual evaluations must reflect faculty members' progress toward publications/external funding as it relates to teaching load. Any faculty member on leave will automatically have their publication/external funding expectations extended.

Tenure-Earning Faculty (1st three years of tenure track time clock only)

Teaching – 33.75%: Teaching a total of 9 credits or the equivalent contact hours per Academic Year is the expected teaching assignment for tenure earning faculty the first three years. This equates to teaching two – 3 credit courses one semester and one- 3 credit course the additional semester, or a 2 course /6 Credits and 1 course/ 3 credits teaching assignment per Academic Year.

In event of course buyout, tenure-earning faculty members are required to teach a minimum of one course per semester or two courses per academic year.

Scholarship/Research – 56.25%: All tenure track and tenured faculty members are expected to contribute substantially to the research mission of the NWCNHS. Scholarship includes expectation of 3-5 referred publications in print or press on average per academic year **AND** at least 2 grant proposals submitted for **external funding** per academic year with at least 1 to 2 grants funded by mid-Year 3. At least two pilot studies should be in process the first three years unless a major externally funded grant (~\$250 K) is obtained; presentations/posters are precursors to referred article/ grant submissions and are not counted in scholarship expectations for tenure earning faculty

Service - 10% (mandatory FIU guidelines): Includes service to department, college, university, regional, state, national and international healthcare discipline organizations. The expectation is that the faculty member will chair committees at the department, college, and/or university level and participate in regional, state, national, and international health discipline organizations and engagement activities.

NOTE:

In year 4, the tenure-earning faculty member assumes the same assignment as a tenured faculty member.

No tenure-earning faculty member may be assigned administrative release since the College gives four course releases each for the first three academic years to support tenure-earning faculty members' scholarship development expectations.

Under extenuating circumstances only, a tenure-earning faculty member may be considered for ESC or administrative assignment. However, a written request must be approved prior to the semester assignment in writing by the Dean or the Dean's designee, and the faculty member is given an equivalent course release.

Clinical Faculty

Teaching – 78.75%: Teaching consists of 21 credit hours or the contact hour equivalent in the Academic Year. This equates to teaching four-3 credit courses one semester and three-3 credits courses the additional semester or the equivalent contact hours.

Scholarship/Research – 11.25 %: Includes minimum one referred articles in print or in press per academic year on average over 3 years, or participation in a major externally-funded grant (~\$250K) as principal investigator, project director, co-principal investigator, co-project director, or active participation on a research team, or in a translational research study, or external funding for teaching innovations, or other demonstration projects particularly for professional doctoral prepared faculty, i.e. DNP, DPT, OTD, and DAT. Presentations and posters are expected to generate referred article submissions and are counted in scholarship and promotion criteria.

Service - 10% (mandatory FIU guidelines): The expectation is active membership, leadership and /or chairing committees at the department, college or university levels and/or participation in regional, state, national, and international health discipline organizations and engagement activities annually dependent on rank.

V. OVERALL EXPECTATIONS ON DIFFERENTIATED FACULTY ASSIGNMENTS/WORKLOAD

Any faculty member (tenured, tenure-earning, or clinical or visiting), who is considered for addition ESC or an administrative assignment, may be assigned only **ONE (3 credit course or equivalent) Extra State Compensation (ESC)** per semester.

Under extreme extenuating circumstances only a faculty member (tenured, tenure-earning, or clinical) may be considered for additional ESC or administrative assignment. However, a written request including rationale for extenuating circumstances must be approved prior to the semester assignment in writing by the Dean or the Dean's designee.

Any ESC outside the College must be approved in writing by the Dean or the Dean's designee

A limited number of course releases may be available in any given semester for non-sponsored research assignments. Tenure-earning faculty members are excluded from this calculation. Chairs/Directors may negotiate with the Dean or Dean's designee regarding course releases for Tenured/Clinical Faculty for teaching release time for special projects or administrative assignments per semester e.g., self-study accreditation, special projects., etc. This negotiated assignment with definitive outcomes must be approved in writing by the Dean or Dean's designee and must be finalized in the written faculty assignment before the semester commences. **If the negotiated assignment is not fulfilled as per contract, the faculty will owe the college the course release and will be re-assigned the teaching load that was released.**

Sponsored research teaching course buyouts are normally charged at 22.5% per academic year or 11.25% per semester. The percentage of course buy out is the percentage of the faculty members' base salary (plus fringe benefits) to be paid for by the sponsored granting organization. Because the funding agency is purchasing the faculty member's time from the University, it should be included in the contract/grant budget at the full rate and needs to be reflected in the faculty assignment.

If the faculty teaching assignment is part of a grant, there is no release as the activity is already part of the faculty member's teaching assignment. If a faculty member is administering grant activities, an equivalent teaching release per semester or per academic year is acceptable as this activity is outside of the usual faculty assignment.

A faculty member CHAIRING 2 PhD Dissertations and serving on 2 dissertation committees is performing the equivalent workload of teaching one 3 credit course and their teaching assignment will reflect this. Faculty members, who are PhD Dissertation Chairpersons, receive a 1/2 course release i.e. 1.5 credits or the equivalent ESC i.e. \$2250, the semester after the one chaired dissertation is completed. Note this is for PhD Dissertation Chairs only, NOT professional doctoral projects, i.e. DNP, DAT, and DPT.

Membership on dissertation committees is considered integral to graduate faculty status and part of teaching/service/research obligations and no course release is given.

The Dean shall have final determination for all faculty assignments.

Office Hour Policy

All faculty members must meet with students on a regular basis including during posted office hours. The faculty member should provide a copy of office hours to the Chair, or designee, and office manager prior to the start of each term. Office hours, and availability to meet by appointment, office room number, email address, telephone number must be included on every syllabus and posted on office door for those faculty with assigned offices. Faculty should have a presence on campus that extends beyond normal office hours in order to encourage a collaborative and collegial academic and research environment. Adequate office hours, a minimum of 5 hours per week, must be available for students during designated times and in addition be available by appointment.

Office hours, and availability to meet by appointment, office room number, email address, telephone number must be included on every syllabus.

Faculty teaching online are required to include minimum of 5 virtual office hours per week and are required to be available to communicate with students by appointment.

Other Duties

Faculty are expected to participate in daily university activities on campus throughout the academic year and regularly attend and participate in departmental, college, and university functions. Among these activities are faculty retreats, faculty meetings, commencement ceremonies, presentations by college faculty search candidates, discipline journal clubs, doctoral student defenses, college alumni activities and other campus wide events. This is the collegial professional duty of a faculty member and reflects NWCNHS ethos expectations. (BOT- UFF Policy, (1) Professional Obligations).

Payment schedule for Adjunct and Extra State Compensation (ESC)

Doctoral prepared adjunct and ESC rate is paid at \$1500 per credit or equivalent contact hour.
Masters prepared adjunct and ESC rate is paid at \$1166.67 per credit or equivalent contact hour.
Clinical Courses scheduled on weekends, i.e. Saturday and Sunday are paid an additional \$300 per credit or equivalent contact hour.

Nursing Clinical (L) courses are paid \$1500 per credit or equivalent contact hour whether faculty is Masters or Doctoral prepared with the rationale being the extra hours involved in clinical student supervision/instruction.

Any deviation from this payment schedule must be approved in writing by the Dean and must be finalized in the contract before the semester commences.

VI. SUMMER ASSIGNMENT

Summer is a separate contract for 9-month faculty.

Faculty who teach 1 to 3 courses during the summer will receive the UFF stated 12.5% percentage of their academic year salary per course (BOT-UFF Appendix G Section 5(b)3).

Full-time summer assignment consists of three, 3-credit or 3-CH courses or equivalent. This load constitutes a 1 FTE assignment for summer (BOT-UFF Appendix G Section 5 (b) 4).

Authored by Dr. Helen Z Cornely, Associate Dean Administration