

**Nicole Wertheim College of Nursing and Health Sciences (NWCNHS)
Faculty Assignment/Workload Policy
DCD Approved 5/14/2014**

Additions and Edits 5/20/15 HZC
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Effective as of fall 2015

Florida Statute—Required Number of Classroom Teaching Hours for University Faculty Members

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.

NWCNHS Guidelines for Faculty Assignments/Workload for an Academic Year (Fall-Spring)

In determining annual faculty assignments each semester, the following guidelines are used:

Tenured Faculty

Teaching 60%: Teaching consists of 12 credit hours with 3 credit hours release for scholarship/research per semester per academic year. Therefore, a total of 9 credit hours per semester is the expected teaching assignment. For purposes of this Policy, a —section equivalent of an online course shall be defined as an enrollment of between one and 50 students. If an online course is taught in-load, the employee shall receive a .25 FTE assignment for teaching 1 – 50 students, plus an additional .005 FTE assignment for each student enrolled in the same course between 51 and 200. An employee teaching an online section of more than 200 students in load shall receive a 1.0 FTE plus extra compensation of 1/50 of the amount that would be paid for one section equivalent of an extra-compensation online course pursuant to this paragraph per student enrolled over 200. Whether an online course is taught in load or as an extra compensation assignment, if the university provides at least one teaching assistant per section equivalent in courses with enrollments over 50, no extra compensation or additional FTE assignment per student will be required for any section equivalent for which a teaching assistant is provided. BOT-UFF Policy Assignment of Responsibilities 10(B) (iii) (b) p.57 UFF Collective Bargaining Agreement

Scholarship - 30%: Includes expectation of 3-5 publications in press or in print per academic year on average over 3 years, and externally funded major grant (~\$250K) or submission of a minimum of one major grant proposal for external grant funding each semester per academic

year. A faculty member Principle Investigator, Co Principal Investigator, Director on a current funded grant meet the expectations of grantsmanship per semester for the grant duration.

Service - 10%: Includes service to department/college/university/national and international healthcare discipline organizations. The expectation is that a tenured faculty member chairs committees at the College, University level and/or engages in leadership at national/international health discipline organization level annually.

NOTE:

No tenured faculty member may be assigned teaching overload, i.e. Extra State Compensation (ESC) since the College gives two 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 submission of 2 externally-funded grants annually and 3 publications annually on average for 3 consecutive years will no longer be given course release for research and will be assigned 80% teaching, 10% scholarship and 10% service.

Tenure-Earning Faculty (1st three years only)

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

Teaching - 40%: Teaching consists of 12 credit hours with 6 credit hour release for scholarship/research per semester. Therefore, a total of 6 credit hours per semester is the expected teaching assignment. For purposes of this Policy, a —section equivalent of an online course shall be defined as an enrollment of between one and 50 students. If an online course is taught in-load, the employee shall receive a .25 FTE assignment for teaching 1 – 50 students, plus an additional .005 FTE assignment for each student enrolled in the same course between 51 and 200. An employee teaching an online section of more than 200 students in load shall receive a 1.0 FTE plus extra compensation of 1/50 of the amount that would be paid for one section equivalent of an extra-compensation online course pursuant to this paragraph per student enrolled over 200. Whether an online course is taught in load or as an extra compensation assignment, if the university provides at least one teaching assistant per section equivalent in courses with enrollments over 50, no extra compensation or additional FTE assignment per student will be required for any section equivalent for which a teaching assistant is provided. BOT-UFF Policy Assignment of Responsibilities 10(B) (iii)(b) p.57 UFF Collective Bargaining Agreement

Tenure-earning faculty members are required to teach at minimum, one course per semester or two courses per academic year.

Scholarship - 50%: (30% as with Tenure Track plus the 20% course release toward scholarship development). Scholarship includes expectation of 3-5 publications in press or in print on

average per academic year plus at least two 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 (~\$250K) is obtained; presentations/posters are precursors to article submissions and not counted in scholarship expectations.

Service - 10%: Includes service to department/college/university/national and international healthcare discipline organizations. The expectation is that the faculty member will chair committees at the College, and/or University level and participate in national/international health discipline organizations.

NOTE:

No tenure-earning faculty member may be assigned teaching overload or teaching Extra State Compensation (ESC) since the College gives four course releases each for the first three academic years to support tenure-earning faculty members' scholarship development expectations.

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.

Clinical Faculty

Teaching - 80%: Consists of 12 credit hours per semester is the expected teaching academic year assignment.

For purposes of this Policy, a section equivalent of an online course shall be defined as an enrollment of between one and 50 students. If an online course is taught in-load, the employee shall receive a .25 FTE assignment for teaching 1 – 50 students, plus an additional .005 FTE assignment for each student enrolled in the same course between 51 and 200. An employee teaching an online section of more than 200 students in load shall receive a 1.0 FTE plus extra compensation of 1/50 of the amount that would be paid for one section equivalent of an extra-compensation online course pursuant to this paragraph per student enrolled over 200. Whether an online course is taught in load or as an extra compensation assignment, if the university provides at least one teaching assistant per section equivalent in courses with enrollments over 50, no extra compensation or additional FTE assignment per student will be required for any section equivalent for which a teaching assistant is provided. BOT-UFF Policy Assignment of Responsibilities 10(B)(iii)(b) p.57 UFF Collective Bargaining Agreement

Scholarship - 10%: Includes 1-2 articles in press or in print on average per academic year; participation in a major externally-funded grant (~\$250K) as PI/PD or Investigator/Co-PI/CO-PD, active participation on a research team or in a translational research study, particularly for

DNP or DPT prepared faculty or external funding for teaching innovations or other demonstration projects. Presentations/ posters are the precursor to article/journal submissions and are not counted in scholarship expectations and do not count toward promotion criteria.

Service - 10%: The expectation is active membership, leadership and /or chairing committees at the College or University levels and/or participation in national/international disciplinary organization annually dependent on rank.

Overall Comments on Faculty Assignments/Workload

Any faculty member (tenured, tenure-earning, or clinical or visiting) may be assigned only **ONE (3 credit course or equivalent)** ESC per semester.

Under extreme extenuating circumstances only any 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

The NWCNHS expects all faculty members to include and post a minimum of five office hours per week to meet with students.

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 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 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.

By UFF guidelines all faculty members must teach a minimum of one course per academic year.

Sponsored research teaching course buyouts are normally charged at 10% per academic year or 20% 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 administrating grant

activities, an equivalent teaching release per semester or per academic year is acceptable since this activity is outside of the usual faculty assignment.

Faculty members, who are PhD Dissertation Chairpersons, receive one course release the semester after 2 chaired dissertations are completed. All faculty members with Dissertation Advisor Status (DAS) are expected to chair and serve on a minimum of 2 dissertations on average each academic year.

No faculty member may buy out all courses to be taught in an academic year. All faculty members must teach at least one course per academic year even if grant/contract buyouts would equal the full teaching percentage of their teaching assignment for the whole academic year. The University is an institution that teaches students as well as that completes research and scholarship.

Any change in faculty assignment/workload is to be negotiated by the chairperson and must be approved in writing by the Dean or Dean's designee.

The Dean has final determination for any faculty assignment.

Summer Schedules

All 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 course loads are 3, 3-credit or 3 contact hour courses or equivalent and this load constitutes a 1 FTE assignment for summer.

Other Duties

All faculty members must meet with students on a regular basis including during posted office hours. A minimum of one office hour per week should be posted for each course taught. The faculty member should provide a copy of office hours to the Chair, or designee, prior to the start of each term. 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. Faculty are expected to participate in daily university activities on campus throughout the academic year and regularly attend and participate in University, College, and Department functions. Among these activities are faculty retreats, College faculty meetings commencement ceremonies, presentations by College faculty candidates, discipline journal clubs, doctoral student defenses, College alumni activities and other campus wide events.

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. 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.

Online Course Development Fees

Online course development fee is \$500 per credit or contact hour equivalent. Online course development is paid only to NWCNHS faculty not adjuncts. Any deviation from this payment schedule must be approved in writing by the Dean and must be finalized in the contract prior to the work performance initiation.