

Casper College

Faculty Workload Procedure Deans Council Revision 08-14-2018

These guidelines define the different instructional format of courses, how workload is measured, and how workload will be determined and distributed at Casper College. All load is measured by an instructional unit (IU) as defined in the Faculty Workload policy. The fiscal year budget will be used to determine the number of IUs available for each academic year. Several factors will be evaluated to determine the number of IUs allocated to each school. These factors include, but are not limited to, departmental FTE, historical trends in IU, and college strategic planning. Deans in collaboration with their department chairs and program directors will distribute their allotted IUs for instructional and non-instructional use as they see appropriate.

I. Course Definitions

- a. Art Lab. A method of direct instruction in which faculty supervise students for safety and assists with critical and aesthetic decision-making and required techniques. This course is credit-bearing.
- b. Clinical Instruction. A method of direct instruction in which students provide direct patient care within a health care setting, simulation center, or other simulated setting. This instruction is credit-bearing and required for all students in that course. Collaboration with other health-care professionals is required.
- c. Dance Lab. A method of direct instruction in which faculty are continually and actively presenting and evaluating dance techniques, choreography in historical context, and written work. This course is credit-bearing.
- d. Health Science Lab. A method of direct instruction in which the faculty is continually on site and facilitates the student learning experience, including lecture/learning activities, skills, demonstrations, practice, and competency. This course is credit-bearing.
- e. Internship/Preceptorship/Practicum. A method of indirect instruction in which students are placed in a community affiliate to conduct supervised work to fulfill course or program learning requirements. This instruction is credit-bearing and required for all students in that course.
- f. Lab. A method of direct instruction in which faculty lead students in testing and analyzing theories, techniques, and methods. This course is credit-bearing.
- g. Lecture. A method of direct instruction in which faculty primarily give a discourse, instruction, and engages active learning activities with a class. This course is credit-bearing.
- h. Music Lecture. A method of direct instruction in which faculty are continually and actively presenting, conducting, or leading an activity. This course is credit-bearing.

- i. **Performance Class.** A method of direct instruction whereby faculty lead discipline-specific students in individual performances, leading critiques, identifying technical and artistic problems and solutions. This course is part of a credit-bearing course.
- j. **Recitation.** A method of scheduled direct instruction during which faculty answer questions as part of a credit-bearing course.
- k. **Studio Lesson.** A method of direct instruction in which faculty instruct student-driven creation and exploration through in-depth consideration and practice of discipline-specific techniques, questions, and problems. This instruction is credit-bearing and required for all students in that course.

The following table defines teaching IUs:

Format	IUs
Lecture	1
Music Lecture	1
Recitation	1
Studio Lesson	.75
Lab	.75
Clinical Instruction	.75
Health Science Lab	.75
Internships/Preceptorships/Practicum	.75
Dance Lab	.75
Art Lab	.75
Performance Class	.5

Class Size: Class size is the number of students registered in a course as reported on census date. The instructor in collaboration with the dean and in accordance with relevant pedagogy determines the course cap when the course is developed based on available resources, room capacity, and safety.

Instructors will earn an additional .25 IU for any face-to-face class with 40 to 49 registered students and for each additional block of 10 students at or above 50 students. The following table below shows the number of IUs given per class based on the number of registered students.

Number of Students	Number of IU equivalent
40	.25
50	.50
60	.75
70	1.0

Guidelines for online course class size and any additional potential compensation will be developed by the Dean's Council, instructors, and the Digital Learning Center to ensure quality and equitable workload practices across campus.

II. Non-Teaching Load

a. Assigning IU values to non-teaching duties

Non-teaching load is any administrative or discretionary duty that a dean can apply to a faculty member's load as release time from instructional hours. Deans Council will develop criteria to use to determine the IU values they will assign to different types of non-teaching load. Variable credit will be determined prior to the assignment. These IU values will be reviewed annually by Deans Council. The following is a list of routine non-teaching duties with assigned IUs. Other non-teaching duties and associated IUs may be assigned as necessary.

Non -Teaching Duties	IUs/Term
Academic Support Services Director	1 IU for 2 clock hrs
Advising	see load form
Annex	TBD
ASL Interpreting	1 IU for 2 clock hrs
Casper College Art Collection	1.5
Clinical Coordinator	1.5
Department Chair	2 to 5
Director of Nursing	15
English Composition Instruction	1.5
Festival/Conference/Event Director	1 to 5
Field Work Coordinator	3
Fitness Center	7.5
Forensics Coach	7.5
Fulbright mentor/advisor	1
Gallery Curator	3.5
Greenhouse	1
Lab and Equipment Maintenance	1
Lab Coordinator	1 to 5
Livestock Judging Coaches	7.5
LMS Orientation/Training	1
Nursing Curriculum Coordinator	7.5
Placement Coordinators	3
Program Director	6
Simulation Lab Director	7.5
Simulation Facilitator	2.5
Special Projects Coordinator	1 to 3
Student Publication Faculty Sponsor	3
Theatre Production Creative Assignment	6

III. Defining Non-Teaching Categories

- a. Academic Support Services Director. The dean assigns IUs to the faculty member who directs an entity of the Academic Support Services such as the Math Center, Writing Center, or Oral Communications Lab.
- b. American Sign Language Interpreting. The dean in consultation with the Office of Disability Services assigns IUs to a qualified ASL instructor to interpret classes in which a deaf student is enrolled and requires regular in-class assistance and/or a public event where interpreting is required.
- c. Casper College Art Collection Management. The dean assigns IUs to the faculty member who manages and maintains the art collection owned by the College.
- d. Clinical Coordinator. The dean assigns IUs to the faculty member who is in charge of establishing, maintaining, and organizing clinical sites for students, providing orientation, coordinating simulation experiences, tracking student progress, and other related duties per accreditation guidelines if in an accredited program.
- e. Director of Nursing. The dean assigns IUs to the faculty member who coordinates activities related to the development, improvement, and evaluation of the nursing program, develops and maintains relationships with clinical sites, community groups, and appropriate local, state, regional, and national organizations, maintains current records and information for submission to the Wyoming State Board of Nursing and ACEN, and prepares and administers the nursing budget and endowment funds, with primary duties related to meeting accreditation guidelines.
- f. English Composition Reassignment. The dean assigns IUs to English faculty whose annual writing-intensive course load is 80 percent or greater. For faculty whose annual writing-intensive course load is greater than 65 percent but lower than 80 percent, the dean adjusts the IUs appropriately.
- g. Festival, Conference, or Event Director. The dean assigns IUs to directors of college festivals, conferences, or major events who plan, organize, and facilitate the event and are not compensated otherwise by resources such as a grant.
- h. Fieldwork Coordinator. The dean assigns IUs to the faculty member who is responsible for establishing, monitoring, and maintaining fieldwork sites, student placements, and monitoring contracts for facilities and health science students per accreditation standards.
- i. Fitness Center Director. The dean assigns IUs to the faculty member who oversees the daily operations of the fitness center which includes staffing, student information management, equipment purchases, equipment maintenance, and conflict resolution.
- j. Fulbright Faculty Mentor. The dean assigns IUs to the faculty member who is assigned to mentor a Fulbright fellow.

- k. Gallery Curator. The dean assigns IUs to the faculty member who curates annual, multiple exhibitions in the campus art galleries.
- l. Lab and Equipment Maintenance. The dean assigns IUs to the faculty member who must maintain a large volume of equipment for safety and/or programmatic viability.
- m. Lab Coordinator. The dean assigns IUs to the faculty member who coordinates lab schedules, supplies for lab experiences, and use of lab facilities, and other related duties.
- n. Nursing Curriculum Coordinator. The dean assigns IUs to the faculty member who is responsible for assisting in the development, implementation, and revision of nursing curricula, assisting with ATI testing coordination, acting as the primary ATI resource on campus, and other duties to assist with accreditation.
- o. Placement Coordinator. The dean assigns IUs to the faculty member who serves as Placement Coordinator in English and Math.
- p. Simulation Facilitator. The dean assigns IUs to the faculty member who assists with simulation experiences for both nursing students and Health Science IPE, assists with evaluations and accreditation needs, and other related duties as assigned.
- q. Simulation Lab Director. The dean assigns IUs to the faculty member who monitors all facility and human operations in the Simulation Center, ensures resources are available, provides training, aids in integration of simulation activities into curricula, and maintains records.
- r. Student Publication Faculty Sponsor. The dean assigns IUs to the faculty member who is assigned the responsibility and authority to assist and mentor students with major college publications such as *Expression* and *Chinook*.
- s. Theatre Production Creative Assignment. The dean in consultation with the department chair assigns IUs to theatre directors, choreographers, audio engineers, and designers to facilitate theatrical and dance productions.

IV. How Workload is Determined and Distributed

- a. Deans in collaboration with their department chairs and program directors will distribute their allotted IUs for instructional and non-instructional use as they see appropriate. The full time standard for faculty is 30 IU per academic year. IUs can be for teaching and non-teaching duties.
- b. If a faculty member's teaching and non-teaching duties do not equal a full time teaching load per academic year, adjustments can be made by the faculty member's dean based on the Faculty Workload policy and the faculty contract.
- c. When appropriate, deans can offer overload to a faculty member. Faculty members are not obligated to accept overload. Deans should distribute overload as evenly as possible among their faculty and must stay within their allotted IUs. Any additional IUs beyond the allotted amount must be requested by the dean and approved by the VPAA.

IV. Load Adjustment Process

When the IU conversion rate does not adequately represent actual workload, faculty may petition their dean for a load adjustment (attached). If faculty petition for a load adjustment, their dean will bring the petition to Deans Council to approve or deny it. Adjustments are approved by Deans Council and on file in the Human Resources Office. Deans Council will annually review approved adjustments to the workload guidelines.

Attachment:

Faculty Load Adjustment Petition Form

Faculty Member:

School/Department:

Date of Petition:

Basis for petition - Please explain in detail how the allocated instructional units do not adequately represent your assigned workload.

What resolution are you seeking?

Date reviewed by Deans' Council _____

Approved _____

Not Approved _____

Rationale for decision:

Vice President for Academic Affairs or Designee _____