

**3356-10-20 Faculty workload.**

Responsible Division/Office: Academic Affairs  
Responsible Officer: Provost and Vice President for Academic Affairs  
and Vice Provost for Academic Administration  
and Student Outreach Support  
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Board Committee: Academic Excellence and Student Success  
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- (A) Policy statement. Upon accepting an appointment to the faculty of Youngstown state university (university), a tenured/tenure-track faculty member assumes responsibilities for teaching, scholarship, and service. Participation in each of these three activities is a component of a tenured/tenure-track faculty member's responsibilities. Senior lecturers and lecturers have primary responsibility in the area of teaching. Principal lecturers assume responsibilities for teaching and service.

To ensure the quality of teaching, scholarship, and service relative to the academic mission of the university, college, and department, all members of the faculty are expected to teach their classes competently, engage in assessment and advising activities, keep current in their field of specialization, actively engage in scholarly activities related to their field, be an available resource to their students, be active within the community, and participate conscientiously on committees.

- (B) Purpose. To establish parameters and procedures for the determination and assignment of faculty workload hours which are in compliance with section 3345.45 of the Revised Code and consistent with the standards developed by the Ohio Department of Higher Education.
- (C) This policy applies to all faculty, including but not limited to tenured/tenure-track faculty, principal lecturers, senior lecturers and lecturers, who are assigned workload hours.
- (D) Parameters.

- (1) Full-time load is twenty-four workload hours (wh) per academic year for tenured/tenure-track faculty. Workload in excess of twenty-four wh per academic year (excluding summer session) will be eligible for overload compensation.
- (2) Full-time load is thirty wh per academic year for principal lecturers, senior lecturers and lecturers. Workload in excess of thirty wh per academic year (excluding summer session) will be eligible for overload compensation.
- (3) One workload hour will be assigned for one credit hour of instruction in a lecture, practicum, discussion, recitation, and seminar course. Workload may vary in cases where courses are identified as such but are taught as a conference course. All faculty are expected to teach a minimum of one regularly scheduled course per semester, unless approved for a semester leave.
- (4) For courses other than those identified in paragraph (D)(3) of this rule, including independent study, variable credit hour classes, clinical placements, student teaching, internships, laboratories, thesis and dissertation, and similar courses, workload shall be calculated on the basis of student credit hours (sch) and/or headcount, using a formula determined by the dean and approved by the provost/vice president for academic affairs. If completed during the summer term, workload for thesis, non-thesis, or dissertation projects are paid per the OAA workload policy at the established overload (not summer) rate.
- (5) The following procedures are designed to assist in workload recommendations for non-instructional reassigned time.
  - (a) The development of workload recommendations for non-instructional reassigned time shall be based on the approved written mission, goals, and objectives of the department consistent with the mission, vision, and goals of the university.
  - (b) Work deemed meaningful and impactful to the mission and vision of the university by the dean and chair may be considered for non-instructional reassignment at the

recommendation of the chair and subject to the written approval of the dean and provost. Upon completion of the assignment, the faculty member shall provide a report to the chair, who along with the dean will review the outcomes of the assignment. The chair will maintain written records of the proposal, its outcomes, and the review within department files. In evaluating future requests for non-instructional reassigned duties, the provost, dean, and chair shall take into consideration the nature of the proposed work and any previous reports of similar projects.

(E) Procedures.

- (1) Academic department chairs, in consultation with department faculty, shall complete a recommended plan, called the “workload plan,” detailing individual faculty workload to be assigned for the upcoming academic year. Anticipated teaching, scholarship, and service activities shall be included. This shall be completed by May first preceding the upcoming academic year.
- (2) The dean will review and approve in writing the chairperson’s recommended workload plan for individual faculty workload. Prior to approval, the dean may return proposed workload plans for modification and/or clarification. Once approved, the dean will forward departmental workload recommendations to the office of academic affairs. The provost may return departmental recommendations to the dean for modification and/or clarification.
- (3) In cases where the approved plan changes and results in overload and/or changes to non-instructional reassigned duties, a revised plan must be submitted for approval to the dean and forwarded to the office of academic affairs.
- (4) Faculty members are required to submit the final report, called the “workload report,” detailing actual teaching, scholarship and service activities from the current academic year by the end of the relevant spring semester. The final report is reviewed and approved by the chair and dean prior to being forwarded to the office of academic affairs.

- (F) Administrative right. The determination, assignment, and approval of workload hours for teaching, scholarship, and service are reserved administrative rights.