

# Shawnee State University

SUBJECT: FACULTY WORKLOAD

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APPROVED BY: BOT

Shawnee State University is largely an undergraduate institution with some graduate level programs. The University recognizes that classroom hours are a significant component of faculty workload. Besides classroom hours, faculty workload also includes classroom preparation, research or scholarship, and service which advances the University mission. In accordance with the recommendation of the Board of Regents' Advisory Committee on Faculty Workload Standards & Guidelines (2/18 /94) and under the authority of RC § 3345.45, the Board of Trustees establishes the following faculty workload policy.

- 1.0 The normal academic year classroom teaching load for full-service (FS) and full service temporary (FST) faculty teaching on the semester system is 24 credit hours.
- 2.0 As an undergraduate Institution with limited graduate programs, the University's teaching load expected of (FS and FST) faculty should represent 70-80% of their total workload except for departments with master's degree programs.
- 3.0 Faculty workload should also include required research, scholarship, or service which advances the University mission. The research, scholarship or service must be substantial and measurable. Faculty members should be accountable for meeting expectations in teaching excellence, meaningful scholarship and substantial service.
- 4.0 The normal academic year classroom teaching load for full-time instructors (FTI) on the semester system is 30 credit hours.
- 5.0 Teaching load for full-time instructors shall represent up to 90% of their total workload. The remaining time shall be dedicated to service in the form of committee meetings, scheduled office hours, etc.