

Shawnee State University

POLICY TITLE:	FACULTY WORKLOAD
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1.0 PURPOSE

Shawnee State University is primarily an undergraduate institution with some graduate level programs. Teaching is the primary means by which a faculty member contributes to the institutional mission. The University recognizes that the undergraduate teaching mission is the foundation upon which flexibility is granted for the achievement in scholarship, research, commercialization, and service. Besides classroom teaching hours, faculty workload also includes classroom preparation, research or scholarship, service, advising, and commercialization which advances the University mission. Under the authority of Ohio Revised Code Section 3345.45, the Board of Trustees establishes the following faculty workload policy.

2.0 SCOPE OF AUTHORITY

- 2.1 All faculty members will be assigned a full (100%) workload based upon their full-service, full-time, or part-time status.
- 2.2 At Shawnee State University 100% workload shall equal 33-34 credit hours/or credit hour equivalents (CHE) spread over the Fall and Spring semesters in an academic year.

3.0 DEFINITIONS

- 3.1 Credit hour: In accordance with the credit hour definition stated in 34 C.F.R. 600.2 and in agreement with Shawnee State University Policy 2.17REV Credit Hour Assignment, 1 credit hour of teaching workload is equivalent to 750 minutes of faculty-led instruction (in-person or online) and at least 1500 minutes of out-of-class planning, preparation, assessment, and revision over the term in which the course is delivered.
- 3.2 Substantial: As used in this policy related to research, scholarship, commercialization, and service, substantial activity is of a quantity and quality that is ongoing, productive, and with the aim of exceeding basic expectations.

4.0 UNDERGRADUATE TEACHING REQUIREMENT

Across each department in which undergraduate programs are assigned, all faculty will engage in teaching undergraduate students.

5.0 TEACHING WORKLOAD DUTIES

Teaching workload obligations include meeting all sessions of assigned classes, class preparation, timely grading of and return to students of assignments and examinations, and maintaining of office hours and/or other methods of permitting students in their classes to meet with them.

6.0 FULL-SERVICE FACULTY WORKLOAD

- 6.1 The normal Fall and Spring semester classroom teaching load for continuing contract, tenure-track, and tenured full-service (FS) and full-service temporary/visiting (FST) faculty is greater than or equal to 24 credit hours.
- 6.2 The minimum 24 credit hour teaching load expected of FS and FST faculty represents at least 70% of their total workload.
- 6.3 Faculty (FS and FST) workload also includes required research, scholarship, commercialization, or service which advances the University mission. The research, scholarship, commercialization, or service must be substantial, measurable and will comprise no more than 30% of the total FS and FST faculty workload.
- 6.4 Faculty with significant leadership positions within the department, university, or union including those serving as Department Chairs, Academic Program Directors, Graduate Program Directors, or the Faculty Director of the Graduate School receive reassignment of their teaching workload for performing these administrative duties. A faculty member holding such a position may receive up to 12 credit hours per academic year toward their teaching workload for this work.
- 6.5 Research, scholarship, commercialization, and service activities are assigned credit hour equivalency as shown in the table in Appendix A of this policy.
- 6.6 Faculty members will be accountable for meeting expectations in teaching excellence and substantial research, scholarship, commercialization and/or service.
 - 6.6.1 This shall be evaluated during annual performance evaluations conducted in accordance with Policy 2.26 Faculty Annual Performance Evaluation.

7.0 FULL-TIME INSTRUCTOR AND CLINICAL FACULTY WORKLOAD

- 7.1 The normal Fall and Spring classroom teaching load for full-time instructors (FTI) and full-time online instructors (FTO) on the semester system is 30 credit hours. The normal Fall and Spring classroom teaching load for Full-time Temporary Instructors (FTT) is 15 credit hours during only one semester of the academic year.
- 7.2 Teaching load for full-time instructors (FTI) 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.
- 7.3 The normal Fall and Spring classroom teaching load for clinical faculty (CF) on the semester system is 24 credit hours.
 - 7.3.1 Teaching associated with clinical lab or field experiences, clinical instruction, and clinical supervision shall represent up to 80% of a CFs workload.
 - 7.3.2 The remaining time shall be dedicated to service in the form of committee meetings, participation in accreditation requirements, scheduled office hours, etc.
 - 7.3.3 CFs may also be assigned regularly scheduled hours in a student practice lab and receive Credit Hour Equivalency (CHE) to a regularly scheduled lab course.
- 7.4 Service workload CHE for FTIs and CFs will be determined according to the table listed in Appendix A of this policy.

8.0 PART-TIME FACULTY WORKLOAD

- 8.1 The maximum normal Fall and Spring semester classroom teaching load for part-time faculty on the semester system is 19 credit hours.
- 8.2 Part-time faculty are not expected to engage in other duties, but are expected to fulfill all teaching obligations as listed in section 5.0.

9.0 COMPLIANCE WITH FACULTY WORKLOAD POLICY EXPECTATIONS

- 9.1 All faculty covered by this policy may face administrative review of their compliance in completing their assigned workload.
- 9.2 A Department Chair or School Director may report to the appropriate College Dean, any concerns regarding compliance for faculty who hold temporary contracts and who are not covered by a collective bargaining agreement.
 - 9.2.1 The Dean will meet with the faculty member to discuss concerns and

determine the administrative action that should be taken. Actions may include censure, remedial training, for-cause termination, or other disciplinary action.

- 9.3 A Department Chair or School Director may report to the appropriate College Dean any concerns regarding compliance for faculty who are covered by a collective bargaining agreement, regardless of tenure status or eligibility,

Concerns shall be addressed according to the procedure set forth in the collective bargaining agreement to address complaints concerning violations of University policy, or through the post-tenure review process, if appropriate.

10.0 PREVAILING PROVISIONS

- 10.1 Until August 22, 2027, the 2024-2027 Collective Bargaining Agreement between Shawnee State University and the Shawnee Education Association Article 10 Non-Tenure Track Faculty and Article 12 Workload and Course load Responsibilities prevail over any conflicting provisions adopted in this policy and accompanying appendix.
- 10.2 Beginning August 23, 2027, Policy 2.11REV Faculty Workload, and any amendments hereto, prevails over any conflicting provisions of a collective bargaining agreement entered into after August 22, 2027.

History

Effective: 06/10/94

Revised: 12/13/25, 05/2020; 09/11/2009

Policy 2.11 Appendix A: Faculty Workload Credit Hour Equivalencies for Scholarship, Commercialization, and Service Activities

An annual plan for the Faculty Workload Credit Hour Equivalencies will be developed by the faculty member and the Department Chair/ School Director. The plan will be reviewed by the College Dean who will recommend and submit it to the Provost for final approval. Additional CHE activities not listed in this Appendix may be requested for consideration and approval by the Provost.

Research and Scholarship	
A report of research & scholarship activities completed during the current academic year will be provided to the Department Chair/School Director as part of the Annual Performance Evaluation conducted each spring semester. For the upcoming year, a description of planned activities in research and scholarship will be provided as part of the annual evaluation.	
Activity	Credit Hour Equivalency
Planned production of scholarly artifacts in draft or non-peer reviewed form;	1 to 3 credit hours per semester
Planned research activities (not part of teaching workload) or collaborations.	1 to 3 credit hours per semester
Planned engagement in approved professional development or continuing education.	1 to 2 credit hours per semester
Other Research and Scholarship Activities	1 to 2 credit hours per semester
Commercialization	
A report of commercialization activities completed during the academic year will be provided to the Department Chair/School Director as part of the Annual Performance Evaluation conducted in each spring semester. For the upcoming year, a description of planned activities in commercialization will be provided as part of the annual evaluation.	
Activity	Credit Hour Equivalency
Planned preparation of business plan for commercial enterprise to be started in the region.	1 to 3 credit hours per semester
Plan to develop a program outside the University that encourages commercialization.	1 to 3 credit hours per semester
Planned preparation and submission of applications for grants or other external funding to assist in development of a commercial venture.	1 credit hour in semester grant application is due.
Plan to organize / host a commercialization conference within	1 credit hour per semester

the state or region.	
Other Commercialization Activities	1 to 2 credit hours per semester
Service	
For all committees, faculty participation and attendance are required at meetings for workload credit as assigned in this section to be awarded.	
Activity	Credit Hour Equivalency
Academic Advising – required of Full-Service (FS) faculty	1 credit hour per year
Office Hours – required of all Full-Service, Full-Service Temporary, Full-Time Instructor, Full-Time Temporary, Full-Time Online, Clinical Faculty	2 credit hours per semester
Committees that are part of Curriculum Approval Process (see Policy 2.24)	2 credit hours per year; Faculty chairs get this CHE in addition to any release for committee chair duties.
Other Standing Committees of the University Faculty Senate (not part of Curricular Approval Process)	1 credit hour per year; if Chair of committee receives course release or stipend, they also will receive this CHE.
University-Wide Committees (appointed by SSU President)	1 credit hour per year
Provost North Star Committee	2 credit hours per semester.
University- or College-wide Ad Hoc Committees and Task Forces; Academic & Student Affairs Working Group	1 credit hour per semester.
Committees Required by Collective Bargaining, University Policy, or Statute	1 credit hour per year; Faculty Chairs of committee may receive an additional 1 credit hour per year.
Search Committee for Faculty, Staff, or Administrator position	1 credit hour during term committee is active
Creation of Program Review or Accreditation Self-Study; Chair of Committee or Program Director	3 credit hours during academic year report is to be submitted.
Participation in program accreditation requirements, member of program review committee, or participation in university-wide assessment and accreditation activities	Up to 2 credit hours per year

Student Club Advisor	1 credit hour per year
Lead Organizer/Planner for a recruiting/outreach visit day	2 credit hours per semester in which activities are planned.
Activity	Credit Hour Equivalency
Representing SSU at recruiting, orientation, or outreach events (during standard work hours)	1 credit hour per semester in which activities are planned.
Developing or updating courses for submission to Ohio Department of Higher Education transfer initiative review panels	1 credit hour per course in semester when course(s) is submitted.
Program or Course Coordinator duties (if not receiving a stipend or course release)	1 credit hour per semester
Other Service Activities	Up to 2 credit hours per semester