

 <b>CSN Policy</b>	<b>Faculty Workload Policy</b>
<b>Category: Faculty</b>	<b>Effective Date: 10/13/2017</b>
<p style="text-align: center;"><b>MOST RECENT CHANGES</b></p> <p style="text-align: center;">Revised B-Contract definition, modified compensation for Faculty Senate Officers, revised Appendix A, and added Appendix B.</p>	

## I. POLICY PURPOSE

This policy establishes the policy and process for determining faculty workload under most conditions. It sets timelines in which those procedures are carried out, and establishes an appeal process for disputed workloads.

## II. POLICY STATEMENT

- A. Professional Faculty Categories: Faculty are defined by Nevada System of Higher Education (NSHE) Board of Regents Handbook and/or the College of Southern Nevada (CSN or College) Faculty Evaluation Policy. Job descriptions for Academic Faculty are included in the CSN Faculty Evaluation Policy (see Appendix O, P and Q). Nothing in this Policy modifies those job descriptions. Academic Faculty consist of:

Academic Instructional Faculty are persons teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge. Full-time Academic Instructional Faculty include tenured, tenure-track, and market hire faculty teaching a full course load.

Academic Non-Instructional Faculty are persons in the following subcategories:

- a. *Counseling Faculty* provide professional counseling services that are closely and directly supportive of teaching and student development, and who are eligible for tenure and sabbatical.
- b. *Library Faculty* provide professional library services that are closely and directly supportive of teaching, and who are eligible for tenure and sabbatical.

Administrative Faculty are persons that perform a wide range of non-teaching functions college-wide. Position descriptions for each position are kept in the Human Resources department. Changes in position descriptions generally occur in consultation between the applicable managers and the Human Resources department, in accordance with appropriate procedures and timelines informing employees of the change.

- B. Contract Categories: Faculty at CSN perform their job responsibilities under the appropriate contract category as outlined below. Together, Faculty Category and Contract Category define a framework of hours of work and/or job responsibilities required as part of the Base Workload defined in section C.
1. "A" Contract: The "A" contract is a 12-month contract that is normally reserved for faculty members engaged in year-round programs or work responsibilities. Faculty members on "A" contracts accrue annual leave and sick leave. Job or time responsibilities are as follows:
    - a. *Academic Instructional Faculty*
      - i. Up to fifteen (15) Instructional Units (IUs) on average each spring and fall semester.
      - ii. Thirty-eight (38) IUs per year, which may include a maximum of eight (8) IUs during summer.
      - iii. Minimum of ten (10) hours per week on average for class preparation and curriculum revision/development.
      - iv. Minimum of five (5) hours per week on average scheduled office hours and/or contact hours.
      - v. Minimum five (5) hours per week on average for professional development and/or service as specified by the Faculty Evaluation Policy.



- c. Part-Time Academic Instructional Faculty may not have more than ten (10) concurrent IUs each fall and spring terms and a maximum of nine (9) IUs in the summer unless approved by the department chair and dean for academic necessity.
5. Summer School Contract: Academic Instructional Faculty may be hired to teach in the summer at special rates identified in the Board of Regents Handbook. Full-time and part-time academic instructional faculty may not have more than 9 IUs during the summer unless approved by the department chair and dean for academic necessity. The summer session is not supported by state funds and is self-supporting. As such, the session has different levels of pay that must change with costs. Details follow:
- a. There are three rates of pay per IU:
- Pro-rata pay for full-time academic instructional faculty on B or B+ contracts (per BOR Handbook pro-rata pay is equal to .01875 times base pay per IU) teaching classes with 17 or more students. For classes with enrollment at 17 or greater the faculty gets whichever is higher Pro-rata or Incentive pay.
  - Incentive pay rate is a special per IU pay for full-time faculty on B or B+ contracts and it is a dollar amount that can vary. It is for classes with enrollments of 14 or higher (unless the Pro-rata pay applies and is higher). The Incentive pay rate is determined by the administration.
  - Part-time academic instructional faculty pay rate per IU is the same as the fall and spring terms and is the pay rate for all classes taught by part-time instructors with at least 14 students enrolled.
  - For summer classes that have a justified class default minimum class capacity (MCAP) that is less than 17 (e.g., for classes that are limited by equipment or accreditations), the higher of Pro-rata or Incentive pay will apply for full-time faculty.
- b. For classes with enrollments less than 14 or less than the class MCAP (which includes independent study classes), the prorated IUs are calculated by:
- $$\text{Per Student Workload} = 0.075 * \text{number of students enrolled in the class} * \text{IUs for Full Class.}$$
- For both full-time and part-time academic instructional faculty, the prorated IUs are multiplied by the part-time pay rate to determine pay for that class.
- c. Academic instructional faculty on a year around "A" contract cannot receive additional compensation for teaching in the summer.
6. Other Contract Options: The following contract options are available under appropriate circumstances:
- a. *Temporary Full-time Academic Instructional Faculty*:
- Temporary Full-time Academic Faculty members are typically referred to as "Emergency Hires." This is a full-time contract with no expectation of continuation past the specified contract period, typically one academic year.
  - A Market Hire Full-Time Academic Instructional Faculty member who is under contract is entitled to all the benefits provided to an Academic Instructional Faculty except consideration for tenure and notice of non-reappointment. While it is typically assumed a Market Hire Faculty member will be reappointed each year, there is no guarantee.

- b. *Letter of Appointment (LOA)*: This is a temporary contract for less than 60 consecutive days or less than half-time over the contract period that lasts longer than 60 consecutive days, but is less than 12 months long.
  - c. *Letter of Appointment with Benefits (LOB)*: This is a temporary contract for half-time or for a period of more than 60 consecutive calendar days, but less than twelve months.
  - d. *Phased-in Retirement*: This is a contract option for eligible full-time faculty as set out in the Board of Regents Handbook.
  - e. *Emeritus Contract*: This is an honor and contract option, which may be awarded to full-time faculty and professional staff who retire after distinguished and long-term achievement. Eligibility criteria can be found in the Board of Regents Handbook and in the CSN Emeriti Faculty Policy.
- C. **Base Workload**: The Base Workload will account for 1 FTE Faculty (100% Load), and will be the standard expected under the contract signed by a full-time Academic or Administrative Faculty member. Components that can be used to build an individual faculty workload include:
- 1. **Instructional Activities**: These are common activities that directly contribute to the delivery of FTE-generating courses. Instructional Activities are defined in terms of IUs per semester. The teaching component of a faculty member's workload is typically delineated in terms of IUs as defined for the categories of Instructional Activity delineated below. It is recognized that faculty assigned to instruction spend considerable time off campus in preparation and evaluation of student work. Thus, there shall be flexibility in "on campus" time requirements.
    - 30 IU = 1 FTE (100% Load) "B" Contract
    - 38 IU = 1 FTE (100% Load) "A" Contract
  - a. *Lecture/Recitation courses (lower division)*: 1 credit = 1.00 IU.
  - b. *Lecture/Recitation courses (upper division, i.e. 300+ level)*: 1 credit = 1.25 IU.
  - c. *Laboratory and Studio courses*: 1 contact hour = 0.75 IU.
    - i. The target goal is 1 contact hour = 1.00 IU. The current ratio will continue to be increased biennially as funding permits until this goal is reached.
    - ii. *Laboratory and Studio courses (upper division, i.e. 300+ level)*: 1 contact hour = 0.98 IU (i.e. 4 contact hours per week of lab – 4 x .98 = 3.92 IU for the lab)
  - d. *Independent Study, Practicum, or Work Experience courses*: Workload IUs and Compensation are prorated by per Appendix A for calculations.
  - e. *Coordination/Supervision of Non-Health Sciences Related Internship courses*: IUs are based on the number of students and the number of credits. Specifically, coordination/supervision of internship courses = 0.2 IU per student.
    - i. The total number of IUs assigned on a per student basis will not exceed the number of IUs for the course.
  - f. *Coordination/Supervision of Health Sciences Clinical courses*: IUs must be based on one of three factors that are independent of each other: the number of physical clinical sites, the number of rotations, or the number of preceptors. One site, rotation, or preceptor = 0.40 IU. Workloads are calculated separately using each factor. The method that yields the highest number of IUs is used. Department Chairs must maintain documentation regarding how the final calculation was determined for each course/program (as applicable). Should an instructor disagree with the calculation, the instructor must first, discuss the discrepancy with the Program Director (if

applicable), then the Department Chair. If an agreement is not reached, the instructor may grieve the matter with the Faculty Senate Workload Committee or its equivalent.

- i. The total number of IUs assigned will not exceed 6.0 IUs per course.

**\*To determine Course IUs, complete the following: ii, iii, and iv and use the highest of the 3 as the final IU determination.**

- ii. Physical clinical sites are determined by active affiliation agreements. Specifically, if a program has an active affiliation agreement with a specific clinical site, then that site constitutes a physical clinical site for the purpose of workload calculations. The total number physical clinical sites will then be multiplied by 0.40 to determine IUs.
  - iii. Rotations are determined by each program each semester. Rotations must be defined in the program's traditional manner (i.e., historic for that program). The total number of rotations is determined by counting rotations to be completed plus partial rotations (should there be any). The total number of rotations is then multiplied by 0.40 to determine IUs. For these instructions, there is no relation between rotations and clinical sites and/or preceptors.
    - All complete rotations are counted once.
    - Partial rotations are calculated on the traditional time frame normally used. Examples of this might be basing rotations on assigned number of hours in a rotation, assigned days in a rotation, or assigned weeks in a rotation. This policy does not set or specify the method a program will use to base a rotation; use the traditional format of the program in question for these calculations.
    - Partial rotations are determined by rounding up the completion to the nearest  $\frac{1}{4}$  (0.25). For example, if a rotation is 10 days, but only 3 days are completed this semester, the partial completion is  $\frac{3}{10}$ , which results in 0.3, to be rounded up to 0.5. Rounding up accommodates the necessary arrangements to set up the rotation.
  - iv. Preceptors will be determined in the customary manner for the program. It will not exceed 1 preceptor to 6 students (1:6) unless otherwise mandated by program accreditation, affiliation agreements with clinical sites, or other legal or superseding mandates. The total number of preceptors is multiplied by 0.40 to determine IUs. For these instructions, there is no relation between preceptors and clinical sites and/or rotations.
- g. *Coordination/Supervision of Lab courses:* IUs are based on the total amount of management and planning required per lab course and the total number of additional lab instructors supervised per lab course. Specifically:
- i. Management and planning of a lab course will receive =.25 IU to .50 IU
  - ii. Supervision of other lab instructors = 0.20 IUs per other instructor

2. Ancillary Instructional Activities: These are uncommon activities that contribute directly or indirectly to the delivery of FTE generating courses. Ancillary Instructional Activities may be defined in terms of IUs per semester, IUs per course, IUs per hour, or dollars per hour. The types of ancillary activities include the following and other tasks that Department Chairs and Deans agree upon.

- a. *Substitute Teachers:* There shall be a minimum per hour rate of pay established for substitute instructors. This rate is determined by the Vice President-Finance and will fluctuate with current pay rates for instructors. For current information, contact the VP-Finance.

Prior approval of substitute teachers from the appropriate Dean is required.

- b. *Guest Lecturer:* When mandated by the curriculum of a course, Guest Lecturers will be paid on a flat rate per hour. This rate is determined by the Vice President-Finance and will fluctuate with current pay rates for instructors. For current information, contact the VP-Finance.

Prior approval of Guest Lecturers from the appropriate Dean is required, consistent with budget allocations.

- c. Non-IU based instructional workload compensation is usually above and beyond the regular workload/overload. With the faculty member's consent, the department chair can apply all or part of the work as part of the involved faculty's workload/overload. In addition the work that is applied to the faculty's workload must directly support an academic program, department, school, or college.

Calculation for academic faculty:

$$[(\text{Average work hours per week}) / (35 \text{ hours})] * 15 \text{ IUs} = \text{IUs for non IU based activities}$$

3. Office Hours: Each full-time Academic Instructional Faculty contract will include five (5) office hours per week, per semester on average; to be spread over several days during each semester. Access provided by office hours should account for the mode of delivery and schedule of the course(s) taught at any given time.
4. Reassigned Time: Reassigned Time provides a means by which faculty workloads can support functions of the college in terms of governance and/or the operation of its programs and facilities. It is assumed that faculty members accept Reassigned Time for the entire academic year; shorter time periods will be pro-rated. The categories that follow describe specific functions for which Reassigned Time is appropriate; more than one category may apply simultaneously. For some categories (e.g., Department Chairs), the responsibilities that accompany Reassigned Time may be described by specific CSN policies. For other categories (e.g., Program Director and Lead Faculty), the responsibilities that accompany Reassigned Time are at the discretion of the appropriate Academic Unit or Academic Department. In such event, it is the responsibility of the Department Chair to maintain descriptions of the responsibilities that accompany Reassigned Time, and to ensure faculty who accept Reassigned Time are aware of these responsibilities. These responsibilities and expectations *must* be provided in writing to the faculty member at the time the responsibilities are assigned. Should a change in expectations, responsibilities, or duties in general be made at any time after the initial assignment, the affected faculty member will be notified in writing immediately at the time of the change. See *Appealing Workload* Section in this policy for more information.
- a. Departments: Departments may have the following positions approved to support department operations. Specialized assignments may also be approved (under the "Other" category) for special projects, which develop or improve courses or instructional programs.
- i. Department Chair = 6, 9, or 12 IUs per semester
  - ii. Assistant Department Chair = 1 - 6 IUs per semester.
  - iii. Program Director = 1 - 6 IUs per semester.
  - iv. Lead Faculty = 1 - 6 IUs per semester.
  - v. Other = 1 - 6 IUs per semester.
- b. Faculty Senate: Faculty Senate will receive the following workload units to support the shared governance function in addition to normal faculty duties and workload.
- i. Faculty Senate Chair:
    1. Will teach a minimum of 12 IUs for the year or equivalent for librarians and counselors.
    2. Since the shared governance duties are a 12-month responsibility, a Faculty Senate Chair on a B contract will receive a supplemental contract(s) that starts on the first day of the term of office and ends on the last day of the term of office that provides compensation equivalent to 10% of their base contract. Any new Faculty Senate Chair on a B+ or an A contract would remain on his/her regular contract and receive the same stipend that all Faculty Senate Chairs receive.
  - ii. Past Faculty Senate Chair and Faculty Senate Chair Elect. Both officers assist the Faculty Senate Chair, which is a 12-month responsibility. Days, times and duties will be selected by

the officers in discussion with the Faculty Senate Chair. There is an expectation that the past senate chair will be available during the summer following their term as chair.

- iii. Faculty Senate Discretionary = 20 IUs per year. This Reassigned time is authorized by the Faculty Senate Chair. Should any compensation be needed during the summer, the compensation would be in the form of a supplemental contract paid at the regular semester rate of pay.
  - c. *Chair of the Council of Chairs* = 3 IUs per academic year.
  - d. *College*: Supervisors of community service facilities such as the theatre, planetarium, dental hygiene lab, child development lab, art gallery, etc. may be granted Reassigned Time. Such Reassigned Time must be pre-approved through the appropriate process.
5. Counseling and Library Activities: These activities, which are specific to Counseling Faculty and Library Faculty, are defined in terms of hours per week during the contract period (Work Hours). The responsibilities of Counseling Faculty and Library Faculty during Work Hours are described in the position descriptions for Counseling Faculty and Library Faculty found in the Faculty Evaluation Policy. Counseling Faculty and Library Faculty are expected to complete (on average) 5 hours per week for professional development and/or service as specified by the Faculty Evaluation Policy.  
35 Work Hours = 1 FTE (100% Load); comprised of 30 hours based on the position/job description plus 5 hours for professional development and/or service as specified by the Faculty Evaluation Policy.
  6. Administrative Activities: These activities, which are specific to Administrative Faculty, are defined in terms of hours per week during the contract period (Work Hours). The responsibilities of Administrative Faculty during Work Hours are described in the position descriptions kept on file by Human Resources.  
40 Work Hours = 1 FTE (100% Load); comprised of 35 hours based on the position/job description plus 5 hours for professional development and/or service as specified by the Faculty Evaluation Policy.
  7. Overload: Academic Faculty may choose to accept assignments in excess of their Base Workloads during a contract period. These optional assignments are deemed to be an Overload and will be compensated appropriately.

### III. PROCEDURE

- A. Determining Workloads: Determination of workloads for each faculty category shall follow the procedures and timelines specified below. If the affected faculty member does not believe the supervisor has followed this policy in good faith, the workload appeal is outlined in this policy, but will be superseded by other grievance policies.
  1. Workload for Academic Instructional Faculty: Determination of workload for teaching faculty shall be the responsibility of the Department Chair in consultation with the faculty member. The Department Chair is responsible for class offerings in a department. The workload for each semester will be finalized and given to the faculty member no later than five (5) weeks before the beginning of the semester (pending cancellations).
    - a. *Reassigned Time*: Requests for Reassigned Time associated with the specialized assignments defined in this policy must be justified by the Chair of the relevant department, recommended by the relevant Dean, and approved by the Vice President of Academic Affairs.
    - b. *Overloads*: Faculty may make requests for instructional Overloads to their Department Chair before the beginning of a semester. For a single semester, overloads of 4 IUs or less are subject to approval by the Department Chair. Overloads in excess of 4 IUs are not permitted, except in the case of staffing emergencies. Such emergencies are treated on a case-by-case basis and

- require the approval of the Department Chair, Dean and the Vice President of Academic Affairs or his/her designee.
- i. Faculty who carry an overload in the fall may choose to be compensated for it or to roll it over to the spring semester so they have a commensurate Under-load in the spring.
  - ii. No Faculty member can be required to accept an overload.
  - iii. Faculty on "A" Contracts cannot receive overload in the summer.
- c. *Under-loads*: Faculty who cannot achieve a full base workload (1.00 FTE) during fall semester must make up the deficiency during the contract year by an increased load in the spring or other assigned duties as approved by the department chair.
- d. Faculty on "B" or "B+" contracts cannot receive more than 9 IUs in the summer, unless approved by the Department Chair and relevant Dean for academic necessity.
- e. *Classes That Are Not Full*: A class that is not full may run at full pay with the approval of the Department Chair or Dean when it is in the best interest of the students and School. Should this not be the case, the following procedure will determine workload and pay for the instructor affected.
- i. Base workload classes cannot be prorated without the permission of the instructor.
  - ii. Prorated pay cannot exceed Full Class pay
  - iii. Instructors may refuse to teach a prorated class
  - iv. No department will be forced to run a course if it does not meet minimum class size and no faculty member will be required to teach a course for less than full pay.
2. Requirements for Class Size
- a. For General Education Courses without a related laboratory component  
Default minimum class capacity (MCAP) is 15 students. A lower MCAP must be approved by the Chair and Dean. If run with less than the MCAP, the class must be an overload and prorated using Appendix A. (NOTE: Moved instructions on using table to Appendix A and modified text to reflect that.)
  - b. For Non-General Education Courses and/or General Education Courses with a related lab component the default minimum class capacity is 15. Lower class capacities (MCAP) are approved by the program Director and Department Chair. If a class is to run with less than the MCAP, the class will be prorated using Appendix A.
3. Workload for Academic Non-Instructional Faculty: Determination of workload for Counseling Faculty and Library Faculty shall be the responsibility of the Department Chair or immediate supervisor in consultation with the faculty member. The workload for each contract year shall be finalized and given to the faculty member within the first two (2) weeks of that year.
4. Workload for Administrative Faculty: Determination of workload for Administrative Faculty shall be the responsibility of the immediate supervisor in consultation with the faculty member. The workload for each contract year shall be finalized and given to the faculty member during his or her annual professional evaluation in the previous year, unless the faculty member is new. It is then to be finalized as soon as reasonably possible. Appeals will be made to the Workload Committee (or its equivalent) unless superseded by another policy.
- Overloads*: Overloads are not permitted for Executive Faculty or Administrative Faculty. However, LOAs may be issued to these faculty members for other jobs undertaken outside the scope of their base contracts. Such LOA work must be performed outside the time commitments of the base contract.
5. Appealing Workloads: Appeal of disputed workloads for each faculty category shall follow the procedures and times specified below. This appeal process will be superseded by any new faculty grievance policy that may be developed in the future.



- a. Appeals for Academic Instructional and Non-Instructional Faculty: A faculty member may appeal a disputed workload to the appropriate Dean. If a satisfactory determination does not come from the Dean, the faculty member may then appeal to the Faculty Senate Evaluation & Workload Committee (or its successor), which will make a recommendation to the Vice President for Academic Affairs. The following schedule should provide for a final outcome prior to the beginning of the semester in question (unless the grievance regards workload finalization/scheduling).
- i. The initial appeal to the Dean must be made within one (1) week of the date that the faculty member is assigned his/her workload, unless the grievance is based on a supervisor failing to provide workload finalization in a timely fashion per this Policy; in the case of a late workload assignment, the grievance may be filed within two (2) weeks of missing the deadline. The Dean will respond within one (1) week of receiving the complaint. The initial appeal *must* be filed no later than 4 weeks before the beginning of the semester; unless the grievance is due to supervisory negligence in preparing workloads in a timely fashion, in which case, the grievance should be filed within one (1) week of receiving workload finalization (schedule)
  - ii. The faculty member then has one (1) week to appeal to the Senate Evaluation & Workload Committee (or its equivalent). The committee must respond within one week.
  - iii. If the faculty member disagrees with the Workload Committee recommendation, he/she may appeal the recommendation, within one (1) week to the Vice President of Academic Affairs (or designee). The Vice President will respond within one (1) week (prior to the beginning of the semester).
  - iv. It is understood that changes in workloads may occur because of cancellation or shifts in Reassigned Time. In such event, a minimum of two (2) weeks advance notification must be provided to the Faculty member whenever possible, and the Faculty member will have the opportunity to appeal, as stipulated above, should he/she disagree with the changes.
- b. Appeals for Administrative Faculty: The appeal process is identical to that for Academic Instructional Faculty except that the first step will be to the direct supervisor, then the Faculty Senate Evaluation and Workload Committee which will make its recommendation to the appropriate Vice President. All timelines remain one (1) week as above.

**IV. AUTHORITY AND CROSS REFERENCE LINKS**

NSHE Board of Regents Handbook (link below):  
Title 2, Chapter 4, Section 4.2.1: Tenure for Community College Faculty  
Title 4, Chapter 3, Section 2.1.c: Professional Staff  
Title 4, Chapter 3, Section 2.1.d: Professional Staff  
Title 4, Chapter 3, Section 14: Professional Staff  
Title 4, Chapter 3, Section 38: Professional Staff  
Title 4, Chapter 3, Section 42: Professional Staff

NSHE Board of Regents Handbook:

[http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/COMPLETEHANDBO  
OKREV275v2.pdf](http://system.nevada.edu/tasks/sites/Nshe/assets/File/BoardOfRegents/Handbook/COMPLETEHANDBOOKREV275v2.pdf)

See the General CSN Policy and Procedures Manual, as updated by the General Counsel's Office for current policies: <http://www.csn.edu/pages/1722.asp>

CSN General Education Policy: See above

CSN Faculty Evaluation Policy: See above

**V. DISCLAIMER**

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s). The President shall notify appropriate CSN personnel, including the Administrative Code Officer and Faculty Senate Chair, of the suspension or rescission.

Questions about this policy should be referred to the CSN Administrative Code Officer ([general.counsel@csn.edu](mailto:general.counsel@csn.edu), 702.651.7488) and/or the Recommending Authority.

**VI. SIGNATURES**

Recommended by:

/s/ Alok Pandey  
Faculty Senate Chair

10/13/17  
Date

Reviewed for Legal Sufficiency:

/s/ Richard Hinckley  
General Counsel

10/13/17  
Date

Approved by:

/s/ Michael D. Richards  
President

10/13/17  
Date

**VII. ATTACHMENTS**

- A. History
- B. Appendix A
- C. Appendix B

**Attachment A**

## History

- Version 3: 8/29/17: Revised B-Contract definition, modified compensation for Faculty Senate Officers, revised Appendix A, and added Appendix B.
- Version 2: 1/14/15: Revision Submitted by Evaluation and Workload Committee (T. Sherman) and Approved by Faculty Senate
1. Policy was rewritten into the approved format as per GEN 1.2
  2. Policy Statement, Section B, Job Descriptions deleted
  3. Policy Statement, Section C, changes to Instructional Units for some Instructional and Ancillary Activities
  4. Clarification of several definitions
  5. Section C, Coordination/Supervision of Internships courses changed to specify this section regards non-health sciences courses only
  6. Section C, Coordination/Supervision of Clinical Course (health sciences specific), specifies method for calculating IUs under different program scenarios.
  7. Appeals process strengthened for faculty disputes.
  8. Dealing with courses that are not at capacity.
  9. Eliminates previous mention of "Clinical Teaching", which is now specifically covered under "Base Workload" calculations.
  10. Addition of Appendix A.
  11. Policy Statement, Section B, Addition of Summer Contracts.
  12. Procedure, Paragraph A.1. Restriction on Department Chair's authority over Workload modes of instruction removed.
  13. Policy Statement, Section B, "B" contract category changed to match past summer contract procedures that were included in the policy.
- 4/3/13: Revision Submitted by Evaluation and Workload Committee (T. Pippin)
- Policy was rewritten into the approved format as per GEN 1.2
  - Policy Statement, Section B, Job Descriptions deleted
  - Policy Statement, Section C, changes to Instructional Units for some Instructional Activities
- Version 1:
- 11/14/2005 Approved by CSN President Richard Carpenter  
11/18/2005 Recommended by Faculty Senate (D. Divine)

## Appendix A: Instructions

Step by step Instructions:

Part A:

1. Calculate the number of IUs and pay that the instructor would receive if the class section is full per section II.C.1.a – c of this policy.
2. If the class section enrollment is below the class capacity (MCAP), proceed to the next steps to determine the percentage to apply to Full Class IUs for proration. NOTE: MCAP equals the lesser of class capacity or CSN minimum default capacity.
3. The total number of IUs and pay assigned on a prorated basis cannot exceed the number of IUs for a full class section.

Part B:

1. Find the column for the MCAP (Class capacity) for the class section requiring proration. Note: Sections of the same course can have different MCAPs.
2. From the column down the left hand side of the chart, labeled, “No. of Students”, find the row with actual number of students enrolled in the class
3. The factor in the box at the intersection of the column and row identified above is the proration factor to multiply the full class IUs and/or full class pay (if appropriate).

Basic concepts:

1. Per Student Workload = Factor (from the table below for MCAP & No. Students) \* IUs for Full Class
2. Per Student Pay = Factor (from below for MCAP & No. Students) \* Pay for Full Class.
3. For classes with MCAPs fewer than seven, Factor = {No. Students} / {MCAP}

No. of Students	Class MCAP								
	MCAP $\geq$ 15	14	13	12	11	10	9	8	7
15	1	1	1	1	1	1	1	1	1
14	0.98	1	1	1	1	1	1	1	1
13	0.91	0.93	1	1	1	1	1	1	1
12	0.84	0.86	0.92	1	1	1	1	1	1
11	0.77	0.79	0.85	0.92	1	1	1	1	1
10	0.7	0.71	0.77	0.83	0.91	1	1	1	1
9	0.63	0.64	0.69	0.75	0.82	0.9	1	1	1
8	0.56	0.57	0.62	0.67	0.73	0.8	0.89	1	1
7	0.49	0.50	0.54	0.58	0.64	0.7	0.78	0.88	1
6	0.42	0.43	0.46	0.50	0.55	0.6	0.67	0.75	0.86
5	0.35	0.36	0.38	0.42	0.45	0.5	0.56	0.63	0.71
4	0.28	0.29	0.31	0.33	0.36	0.4	0.44	0.50	0.57
3	0.21	0.21	0.23	0.25	0.27	0.3	0.33	0.38	0.43
2	0.14	0.14	0.15	0.17	0.18	0.2	0.22	0.25	0.29
1	0.07	0.07	0.08	0.08	0.09	0.1	0.11	0.13	0.14
Formula	Old one. No. student *0.07	No. Students/MCAP	No. Students /MCAP	No. Students/MCAP	No. Students/MCAP	No. Students/MCAP	No. Students/MCAP	No. Students/MCAP	No. Students/MCAP

**For classes with MCAPs fewer than seven, Factor = {No. Students} / {MCAP}**

## Appendix B: Full-time & Adjunct Pay Calculation Examples

The policy has some variables in calculating full-time faculty workload for classes that depend upon components of the class and if it is full or less than full enrollment. There are also some variables in calculating the pay for adjunct faculty. The major factors for adjunct faculty are components of the class and if it is full or less than full.

- A. Full-time faculty workload calculations.
- Lecture only Classes
    - Full class IU determination
      - Credit and contact hours as listed on the Course Description page of the Catalog “credits (Lecture-hours, lab-hours, clinical-hours, other-hours)” *The hours are on a weekly basis for a semester*
      - Number of Lecture hours per week = credits
      - Course IUs = Number of lecture hours per week
    - Less than full class IU determination (aka enrollment is less than the class MCAP)
      - Full course IUs = Number of lecture hours
      - Use the full course IUs, class MCAP, number of students enrolled in the class, and the Table in Appendix A to determine the adjusted IUs for the class
    - Example of Less than full 3 credit class
      - Catalog credit/hours listing 3(3,0,0,0)
      - MCAP of 14 with 12 enrolled
      - Full course IUs = 3
      - Appendix A factor =  $12/14 = 0.86$
      - Class IUs =  $3 * 0.86 = 2.58$  IUs
  - Lab only classes
    - Full class IU determination
      - Credit and contact hours as listed on the Course Description page of the Catalog “credits (Lecture-hours, lab-hours, clinical-hours, other-hours)” *The hours are on a weekly basis for a semester*
      - Course IUs = Number of Lab hours times 0.75
    - Less than full class IU determination (aka enrollment is less than the class MCAP)
      - Full class IUs = Number of Lab hours per week times 0.75
      - Use the full course IUs, class MCAP, number of students enrolled in the class, and the Table in Appendix A to determine the IUs for the class
    - Example of Less than full 2 credit class
      - Catalog credit/hours listing 2(0,4,0,0)
      - MCAP of 14 with 12 enrolled
      - Full class IUs =  $0.75 * \text{Lab hours/week} = 0.75 * 4 = 3$
      - Appendix A factor =  $12/14 = 0.86$
      - Class IUs =  $3 * 0.86 = 2.58$  IUs

- Lecture/Lab classes
  - Full class IU determination
    - Credit and contact hours as listed on the Course Description page of the Catalog “credits (Lecture-hours, lab-hours, clinical-hours, other-hours)” *The hours are on a weekly basis for a semester*
    - Course lecture IUs = Number of lecture hours per week
    - Course Lab IUs = Number of Lab hours per week times 0.75
    - Course IUs = Course Lecture IUs + Course Lab IUs
  - Less than full class IU determination (aka enrollment is less than the class MCAP)
    - Full course IUs = Course Lecture IUs + Course Lab IUs
    - Use the full course IUs, class MCAP, number of students enrolled in the class, and the Table in Appendix A to determine the adjusted IUs for the class
  - Example of less than full 3 credit class
    - Catalog credit/hours listing 3(2,2,0,0)
    - MCAP of 14 with 12 enrolled
    - Full class IUs = Lecture hour/week + 0.75 \* Lab hours/week = 2 + 0.75 \* 2 = 3.5
    - Appendix A factor = 0.86
    - Class IUs = 3.5 \* 0.86 = 3.01 IUs

B. Adjunct faculty workload calculations.

- Lecture only Classes
  - Full class IU and pay determination
    - Credit and contact hours as listed on the Course Description page of the Catalog “credits (Lecture-hours, lab-hours, clinical-hours, other-hours)” *The hours are on a weekly basis for a semester*
    - Number of lecture hours per week = credits = full course IUs
    - Class pay = full course lecture IUs times pay per IU
  - Less than full class IU and pay determination (aka enrollment is less than the class MCAP)
    - Full course IUs = Number of lecture hours per week
    - Use the full course IUs, class MCAP, number of students enrolled in the class, and the Table in Appendix A to determine the adjusted IUs for the class
    - Class Lecture pay = adjusted IUs for the class times pay per IU
  - Example of less than full 3 credit class
    - Catalog credit/hours listing 3(3,0,0,0)
    - MCAP of 14 with 12 enrolled
    - Full class IUs = 3
    - Appendix A factor = 0.86
    - Class IUs = 3 \* 0.86 = 2.58 IUs
    - Class pay = 2.58 \* pay per IU
- Lab only classes.
  - Full and less than full class pay

- Credit and contact hours as listed on the Course Description page of the Catalog “credits (Lecture-hours, lab-hours, clinical-hours, other-hours)” The hours are on a weekly basis for a semester
- Number of Lab hours per semester times hourly pay rate.
  - Lab hours per semester = hours of Lab per week times number of weeks of class
  - Labs don’t meet during Finals week
- Example of Less than full 2 credit class
  - Catalog credit/hours listing 2(0,4,0,0)
  - MCAP of 14 with 12 enrolled (not a factor in Lab pay determination)
  - Hours of Lab per week times number of weeks of class times hourly pay rate = 4 \* 15 \* hourly pay = 60 \* hourly pay rate.
- Lecture/Lab classes.
  - Full class pay determination
    - Credit and contact hours as listed on the Course Description page of the Catalog “credits (Lecture-hours, lab-hours, clinical-hours, other-hours)” The hours are on a weekly basis for a semester
    - Number of lecture hours per week = credits = full course lecture IUs
    - Class lecture pay = full course lecture IUs times pay per IU
    - Lab pay = Number of Lab hours per semester times hourly pay rate.
      - Hours of Lab per week times number of weeks of class
      - Labs don’t meet during Finals week
    - Class pay = Course Lecture pay + Lab Pay
  - Less than full class pay determination (aka enrollment is less than the class MCAP)
    - Full lecture course IUs = number of lecture hours per week
    - Use the full course lecture IUs, class MCAP, number of students enrolled in the class, and the Table in Appendix A to determine the adjusted lecture IUs for the class
    - Class lecture pay = adjusted IUs times pay per IU
    - Lab pay = Number of Lab hours per semester times hourly pay rate.
      - Hours of Lab per week times number of weeks of class
      - Labs don’t meet during Finals week
    - Class pay = Lecture Pay + Lab Pay
  - Example of Less than full 3 credit class
    - Catalog credit/hours listing 3(2,2,0,0)
    - MCAP of 14 with 12 enrolled (not a factor in Lab pay determination)
    - Full lecture IUs = 2.0
    - Appendix A factor = 0.86
    - Lecture pay = 2 times 0.86 times pay per IU = 1.72 IUs times pay per IU
    - Lab pay = Number of Lab hours per semester times hourly pay rate
      - 2 \* 15 \* hourly pay rate = 30-hours \* hourly pay rate
    - Class pay = Lecture Pay + Lab Pay

**Note:**

For less than full classes with a MCAP fewer than 7, use the formula in Appendix A.