



Ohio Administrative Code

Rule 3342-6-18 University policy regarding faculty workload.

Effective: December 28, 2025

(A) All full-time faculty are expected to work full-time for the university. This does not mean that each contributes in the same way. Some faculty are employed by mutual agreement between themselves and their departments or campuses solely for undergraduate teaching. Some faculty are employed for a mixture of undergraduate teaching, graduate teaching, service, public research/creative activity, and/or clinical work.

(B) Tenured and tenure-track faculty (employment class F1) on a 9-month contract shall have a full-time workload of twenty-four (24) credit hours per academic year. Tenured and tenure-track faculty on a 12-month contract shall have full-time workload of thirty-two (32) credits.

(1) As part of their regular workload, tenured and tenure-track faculty members are additionally expected to engage in public research and/or creative activity. In academic units where the research/creative activity expectations required for reappointment, tenure, and promotion are high, the academic unit section of the university-wide faculty handbook shall specify workload credits for research/creative activity.

(2) As part of their regular workload, tenured and tenure-track faculty members are additionally expected to engage in university service, such as committee work. In those few cases when such service is very heavy the college dean and provost may allow this service to receive appropriate workload equivalency.

(C) Full-time non-tenure-track faculty (employment class F2) on a 9-month contract shall have a full-time workload of thirty (30) credit hours per academic year. Full-time non-tenure-track faculty on a 12-month contract shall have full-time workload of forty (40) credits.

(D) Professional faculty in the College of Podiatric Medicine (employment class F6) are employed on a 12-month contract and shall have a full-time workload of thirty-six (36) credit hours per calendar year.



(1) As part of their regular workload, faculty in the College of Podiatric Medicine are additionally expected to engage in public research.

(2) As part of their regular workload, faculty in the College of Podiatric Medicine are additionally expected to engage in university service, such as committee work. In those few cases when such service is very heavy the college dean and provost may allow this service to receive appropriate workload equivalency.

(E) Unless specified otherwise in the academic unit's or campus' section of the university-wide faculty handbook, faculty shall receive one credit of workload for each traditional undergraduate or graduate class (e.g., lectures, seminars, labs) credit hour taught. This applies to all traditional classes regardless of the modality of instructional delivery. Slash courses and cross-listed courses at the same time and place count as a single class.

(F) Since the nature of work differs among academic units, load regulations cannot be applied uniformly. Therefore, each academic unit administrator, along with the academic unit faculty advisory committee, shall specify workload equivalents for non-teaching duties including advising theses and dissertations, engaging in research and/or creative activity, directing laboratory and studio sections, developing distance learning sections of courses, special service and advising activities (above the level expected of all tenured and tenure-track faculty in paragraph (B)(2) of this rule), services of an administrative nature, excessive number of preparations by a new faculty member, and unusually large class sections. Upon approval by the college dean and provost, these specifications shall be included in the academic unit's or regional campus' section of the university-wide faculty handbook. Workload equivalents for non-teaching duties included in the academic unit's or regional campus' sections of the university-wide faculty handbooks will apply to any full-time faculty member who fulfills those non-teaching duties, regardless of faculty type. All full-time faculty in the academic unit or regional campus shall be informed of these understandings.

(G) Some faculty may serve the public and/or academic discipline professionally and without remuneration in ways that lie outside the classroom, laboratory, or studio. When this service aligns with and contributes toward fulfilling the goals of the university, the college dean and provost may allow this service to receive appropriate workload equivalency.



(H) In general, the workload credits for non-teaching duties specified in paragraphs (F) and (G) of this rule will not normally reduce the percentage of workload devoted to teaching activities below the minimum percentage of workload specified for each of the following types of academic units or programs:

(1) Baccalaureate: seventy (70) percent of the total academic unit workload minimum, with most or all teaching effort of full-time faculty devoted to undergraduate instruction.

(2) Baccalaureate/masters: sixty (60) percent of the total academic unit workload minimum, with full-time faculty devoting more effort to undergraduate than graduate instruction.

(3) Baccalaureate/masters/doctoral: fifty (50) percent of the total academic unit workload minimum, with full-time faculty expected to have personal involvement in undergraduate instruction.

(4) University two-year/associate: eighty (80) percent of the total academic unit workload minimum, with undergraduate teaching as full-time faculty's major responsibility.

The percentage norms articulated in paragraphs (H)(1) to (H)(4) of this rule, take precedence over any language to the contrary in the academic unit sections of the university-wide faculty handbook referenced in paragraph (F) of this rule.

It is recognized that not all programs fit administratively into one of the above categories. In such cases, the appropriate proportion of time to be devoted by the academic unit to teaching should be determined by the college dean and subject to approval of the provost.

It is recognized that there may be academic units that differ significantly from the above classification such as those that have graduate programs but no, or few, undergraduate ones. In such cases, appropriate teaching responsibilities for such academic units should be negotiated between the academic administrator and the college dean and subject to the approval of the provost.

It is also recognized that there are faculty with responsibilities that differ from those specified above. For example, this may be the case for academic administrators, faculty with special institutional



assignments, research faculty, faculty with significant time funded by external grants. In these cases, teaching assignments should be determined by the academic unit administrator or campus dean and subject to the approval of the provost.

(I) Full-time faculty who fail to comply with this policy's requirements may be subject to censure, remedial training, for-cause termination, or other disciplinary action regardless of tenure status. In all cases, any disciplinary action must accord with relevant provisions of the applicable collective bargaining agreement. For-cause termination also requires a recommendation from the college or campus dean, a recommendation from the provost, concurrence by the president, and approval by the board of trustees.

(J) In accordance with section 3345.45 of the Revised Code, this policy shall be reviewed and updated at least once every five (5) years and submitted to the board of trustees for approval.