

**Table 1**  
**Faculty Workload Policy**

Activity	Activity Number	Credit hour equivalents earned
Formal Administrative Duties (Ex. Course Director) <sup>1</sup>	1	1 hour = 0.016
Non-Research Scholarly Activity <sup>8</sup>	2	1 hour = 0.016
Faculty Professional Development <sup>2,6</sup>	3	1 hour = 0.016
Clinical Practice	4	1 clinic hour = 0.016
Formal Service (includes approved committees) <sup>3</sup>	5	1 meeting hour = 0.033
Teaching-Co-Curricular Service <sup>4</sup>	6	1 hour effort = 0.016
Teaching-Classroom Lecture & Peer Instruction <sup>5</sup>		
Large Group (40 or more students)	7	1 classroom contact hour = 0.067
Small Group (less than 40 students)	8	1 classroom contact hour = 0.045
Teaching-Lab	9	1 classroom contact hour = 0.033
Teaching-Clinical setting	10	1 classroom contact hour = 0.022
Teaching- Dissertation Advisor (for credit course)	11	1 credit hour = 0.25
Teaching-Independent Study	12	1 hour = 0.016
Teaching -Student scholarship advising/mentor <sup>6</sup>	13	1 hour = 0.022
Public/professional service <sup>7</sup>	15	Dean to approve activities, set equivalents

**Footnotes:**

- 1) Specific duties, cadence: Provost approval
- 2) University approved elective and mandatory training
- 3) Approved university service with defined hours  
Approved committees listed in Appendix B  
0.033 credit hour = 1 meeting hour (0.016) + 1 additional hour (0.017)  
Committee chairs and current approved committee co-chairs multiply their committee credit by 1.2 to account for extra responsibility as chair and co-chair. Any additional co-chair assignments must be approved by the Provost.
- 4) Single faculty sponsor/advisor for Provost/Student Services approved student groups/events
- 5) University For-Credit courses/CME/Certificate programs
- 6) Requires Vice President of Research or Provost approval; does not include classroom-related advising
- 7) Deans will discuss with Provost to ensure equity across colleges
- 8) Scholarly activity not related to conducting research, research-related activities, research publication activities, grant writing, etc. Examples are provided in Appendix A.