

Appendix C
Faculty Workload Policy
Determination of workload credit for Course Directors

There are unique administrative requirements and activities required for successful delivery of a specific course of instruction. The vast majority of these are done by course directors. However, there is great variability in the degree and amount of effort required, depending on course size and complexity. As such, a "one size fits all" approach to giving workload credit for these activities is not appropriate. For purposes of this policy, courses will be considered either basic, intermediate, or advanced, depending in complexity factors outlined below. The college curriculum committees will determine whether a specific course is to be considered basic, intermediate, or advanced and make a recommendation for such to the cognizant Dean who, in turn, will discuss with the Provost prior to approval to ensure consistency across colleges and uniform application of complexity factors:

1. Basic Course (0-1 additional complexity factors below) – 30 hours per course credit
2. Intermediate Course (2-3 additional complexity factors below) - 40 hours per course credit
3. Advanced Course (>3 additional complexity factors below) - 50 hours per course credit

Complexity factors to consider for course classification:

- ☐ >1 concurrent course section
- ☐ >40 students (needs data to validate need for this)
- ☐ >10 faculty (needs data to validate need for this)
- ☐ Active learning modality predominates (e.g., flipped classroom, laboratory)
- ☐ Coordination of stakeholders (e.g., Wasson, external university staff, free clinic)
- ☐ Curriculum coordinator support not available
- ☐ New course or major modification
- ☐ Teaching assistant, resident, and/or new faculty development/onboarding

Course directors may receive 0.016 credit hours for every hour of course director duties, depending on the complexity of their course, as above. No other multipliers may be utilized in determining workload credit for course director responsibilities.