

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 | |
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| 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 |

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| 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 |

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| 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 |