

3356-10-20 Faculty workload policy.

- (A) Policy statement. As required by law, Youngstown state university's faculty workload shall include:
- (1) Numerically defined teaching workload. An objective and numerically defined teaching workload expectation based on credit hours as defined in 34 C.F.R. 600.2.
 - (2) Definition of faculty workload elements. A definition of all faculty workload elements in terms of credit hours as defined in 34 C.F.R. 600.2, with a full-time workload minimum standard established by the board of trustees and made publicly accessible on the university's website.
 - (3) Justifiable credit hour equivalents (for non-teaching workload). A definition of justifiable credit hour equivalents for activities other than teaching, including research, clinical care, administration, service, and other activities as determined by the university.
- (B) Framework for faculty workload allocation.
- (1) General principles. Full-time faculty members at YSU are expected to fulfill a set of core professional responsibilities that support shared governance, student success, and the daily functioning of the academic enterprise. These core professional responsibilities do not constitute workload reassignment and apply to all full-time faculty members. These will be assessed in the faculty annual evaluations as well as for promotion, tenure, and post-tenure decisions.
 - (2) All faculty are expected to teach a minimum of one scheduled course per semester, unless approved for a semester leave.
 - (3) Except for faculty with fully remote initial appointment letters, all full-time faculty including tenure-track and term, are expected to maintain a consistent and meaningful on-campus presence to support the university's mission of excellence in teaching, research, service, and student engagement.

- (a) To ensure accessibility and community connection, faculty not on leave must be on campus for activities deemed important for institutional sustainability as determined by the dean and/or provost, regardless of their teaching modality.
 - (b) Faculty are expected to teach at least one three credit course from campus each semester.
 - (c) Faculty must reside within a commutable distance that allows fulfillment of an on-campus workday when necessary.
 - (d) In-person participation in departmental meetings and campus events is expected, as these activities are integral to fostering a vibrant academic environment and advancing the university's strategic goals.
 - (e) Exceptions to these expectations are rare and must be approved by both the dean and the provost.
- (4) Core professional responsibilities include:
- (a) Participation in shared governance to support day-to-day academic operations.
 - (b) Engagement in student recruitment, mentoring, and advising, including participation in admissions events, student outreach, and academic guidance.
 - (c) Maintaining a regular on-campus presence, except when approved for Americans with Disabilities Act (ADA) accommodations or remote-only appointment status.
 - (d) Attending departmental meetings in person, except when approved for ADA accommodations or remote-only appointment status.

- (e) Participating in at least one commencement ceremony per academic year, except when approved for ADA accommodations or remote-only appointment status.
- (f) Completing all required information technology, human resources, and safety trainings.
- (g) Contributing professional expertise through occasional public engagement, such as media commentary, community talks, and industry presentations.
- (h) Providing occasional informal professional consultation to community, government, or nonprofit organizations when appropriate.
- (i) Teaching classes competently.
- (j) Engaging in assessment and advising activities.
- (k) Keeping current in respective field of specialization.
- (l) Actively engaging in scholarly activities related to their field.
- (m) Serving as an available resource to students.
- (n) Faculty members must post in the university's official learning management system (LMS) all grades on all class assignments that are included in the final course grade. Faculty must communicate to students the expected turnaround time in which they will post grades. This communication must occur in the LMS no later than the first week of class.
- (o) Being active within the community.
- (p) Participating conscientiously on committees. Maintaining the professional knowledge, institutional awareness, and thorough preparation necessary to meaningfully contribute to committee work.

(5) Activities that typically do result in workload assignment include:

- (a) Teaching.
- (b) Research, scholarship, commercialization, and creative activity (RSCCA).
- (c) Public, departmental, or university service that exceeds core professional responsibilities.

These areas form the standard workload for tenure and tenure track faculty. For principal lecturers and non-tenure track assistant professors, assigned workload normally includes teaching and service. For lecturers and senior lecturers, assigned workload primarily consists of teaching. Total workload for full-time faculty equals thirty credit-hour and/or credit-hour equivalents per academic year, allocated across:

- (i) Teaching.
- (ii) Non-teaching activities, including RSCCA and service.
- (iii) Other approved duties, including discipline-specific clinical supervision and education, administrative assignments, and other responsibilities aligned with institutional needs.

(6) Teaching (measured in credit hours). The teaching needs of the department or school will be considered in determining whether a faculty member is assigned a teaching workload that is lower than the standards listed below. Such recommendations must originate from the department chair or school director and be approved by the dean with final approval by the provost. However, the university acknowledges the Ohio department of higher education (ODHE) standards for instructional workloads (see paragraph (D) of this rule) and will use these general norms as a guide for total workload within a program. In addition, for full-time tenured or

tenure track faculty employed for the academic year, overload compensation shall be paid for a teaching assignment of more than twenty-four credit hours for faculty assigned twenty-four teaching hours. Overload compensation shall be paid to non-tenure track faculty for teaching assignments of more than thirty teaching hours for faculty assigned thirty teaching hours. Workload may vary in cases where courses are identified as such but are taught as a conference course.

(a) A standard teaching load for tenured and tenure track faculty (including clinical faculty) on nine-month contracts is twenty-four semester hours, or twenty-four credit hours, per academic year (eighty per cent of total individual workload).

(b) A standard teaching load for non-tenure track faculty (lecturers, senior lecturers, principal lecturers, non-tenure track assistant professors) on nine-month contracts is thirty semester hours, or thirty credit hours, per academic year (one hundred per cent of total individual workload).

(7) Non-teaching (measured in credit hour equivalents). RSCCA and service are expected from every tenured and tenure track faculty member. Service, but not RSCCA, is expected from principal lecturers and non-tenure track assistant professors. There is no expectation of RSCCA or service beyond minimal departmental service for lecturers or senior lecturers. Work deemed meaningful and impactful to the mission and vision of the university by the dean and chair may be considered for non-instructional reassignment at the recommendation of the chair and subject to the written approval of the dean and provost. Section 3345.452 of the Revised Code requires that workload for activities other than teaching shall include performance expectations to serve as the basis for the performance evaluations. When these activities account for greater than five per cent of total academic year workload, a clear description of the service project or RSCCA expectations and accomplishments shall be included with all

reassigned workload approvals. In evaluating future requests for non-instructional reassigned duties, the provost, dean, and chair shall take into consideration the nature of the proposed work and any previous reports of similar projects.

- (a) Tenured/tenure track. The minimum expectation for service activity and RSCCA for a tenure track or tenured faculty member is six total credit hours equivalents per academic year (twenty per cent of total thirty-hour workload). Within any program, it is recognized there will be differences among faculty in specific workload components, including but not limited to:

 - (i) RSCCA productivity, which may include workload funded by external grants;
 - (ii) Department, college, and university service responsibilities;
 - (iii) Administrative duties; and
 - (iv) Other special instructional assignments, such that tenured/tenure track faculty may teach less than eighty per cent of their total individual workload in any given academic year.
- (b) Service. In instances where the service activity is beyond core professional responsibilities, and deemed meaningful and impactful to the mission and vision of the university by the dean and chair, such activities may be considered for non-instructional reassignment at the recommendation of the chair and subject to the written approval of the dean and provost. This recommended reassigned time may either lower the standard teaching workload or result in overload or supplemental pay.
- (c) RSCCA. In consultation with the faculty member and when approved by the dean, a department chair or school director may provide reassigned/non-teaching hours if the

RSCCA justifies the credit hour equivalents. This reassigned time may result in a reduction in the standard teaching load or result in overload pay.

Faculty members may buy out additional RSCCA workload credit hour equivalents using external grant funds, reducing accordingly their teaching assignment.

(d) Non-tenure track. Depending on non-tenure appointment type, service activity expectations are minimal (lecturers and senior lecturers) or prescribed (principal lecturers and non-tenure track assistant professors). There is no expectation of RSCCA for non-tenure track faculty.

(i) Service. Principal lecturers and non-tenure track assistant professors are expected to engage in service activity at the university and within the community. In instances where the service activity is beyond core professional responsibilities, and with approval by the dean, a department chair/school director may recommend reassigned time that either lowers teaching workload or results in overload or supplemental pay.

(ii) RSCCA. In rare cases, and subject to approval by the dean, a department chair/school director may recommend RSCCA workload for non-tenure track faculty.

(8) Other. Not all programs or faculty roles fit neatly into the above categories. Section 3345.452 of the Revised Code requires that workload for activities other than teaching shall include performance expectations to serve as the basis for the performance evaluations. When these activities account for greater than five per cent of total academic year workload, a clear description of the project or assigned administrative duty expectations and accomplishments shall be included with all reassigned workload

approvals. Upon approval by the dean and/or provost, adjustments to workload expectations may be made for:

- (a) Discipline-specific: clinical supervision and education. In departments or schools where clinical education is part of the curriculum, a full-time faculty member may be assigned workload hours to conduct clinical supervision or education. Such an assignment normally replaces RSCCA workload, although in some cases (depending on departmental needs) the clinical workload assignment may replace teaching or service workload.
 - (b) Administrative duties. In some cases, full-time faculty on nine-month appointments may be assigned administrative duties as part of their total workload. Such assignments must be clearly documented and approved by the dean and the provost.
 - (c) Compensation for thesis, non-thesis, or dissertation projects completed are paid per the office of academic affairs workload policy at the established rate, regardless of term.
 - (d) Other duties. Other duties that align with the strategic mission of the university/college/department may be assigned to faculty members and with approval from the dean and the provost, receive reassigned time.
- (C) Credit hour equivalents. Credit hour equivalents for activities beyond teaching, including research, clinical care, administration, service, and other professional duties, will be assigned based on the anticipated time required and the activity's alignment with university, college, and department strategic goals. These equivalents will be informed by project descriptions (for service) and defined outcomes (for research and service) and will be reviewed and adjusted as needed during annual evaluations.
- (D) Departmental norms. ODHE has provided the following general norms to guide aggregate program-level teaching and non-teaching expectations:

<u>Program Type</u>	<u>Minimum Teaching Expectation (as % of total workload*)</u>	<u>Other Activities (Research, Service, Administration)</u>
<u>Baccalaureate (Undergraduate only)</u>	$\geq 70\%$	$\leq 30\%$
<u>Baccalaureate/Master's</u>	$\geq 60\%$	$\leq 40\%$
<u>Baccalaureate/Master's/Doctoral</u>	$\geq 50\%$	$\leq 50\%$
<u>Associate degree or Two-Year Programs</u>	$\geq 80\%$	$\leq 20\%$
<u>Community College–Equivalent or Workforce-Oriented Associate Programs</u>	$\geq 75\text{--}80\%$	$\leq 25\%$
<u>Part-Time Faculty</u>	100% (Instructional)	N/A

Note: Total workload is defined as thirty credit hours/credit hour equivalents.

- (E) Workload is not subject to grievance of any kind.
- (F) YSU shall not bargain workload policies. This policy applies, notwithstanding, any contrary provision in a collective bargaining agreement entered on or after the statute's effective date.
- (G) Workload plan/report procedures.
- (1) Academic department chairs, in consultation with department faculty, shall complete a recommended plan, called the "workload plan," detailing individual faculty workload to be assigned for the upcoming academic year. Anticipated teaching, scholarship, and service activities shall be included. This shall be completed by May first preceding the upcoming academic year.
 - (2) The dean will review and approve in writing the department chair/school director's recommended workload plan for individual faculty workload. Prior to approval, the dean may return proposed workload plans for modification and/or clarification. Once the workload plan is approved, the dean will forward departmental workload recommendations to the office of academic affairs. The

provost may return departmental recommendations to the dean for modification and/or clarification.

- (3) In cases where the approved plan changes and results in overload and/or changes to non-instructional reassigned duties, a revised plan must be submitted for approval to the dean and forwarded to the office of academic affairs.
- (4) Faculty members are required to submit the final report, called the “workload report,” detailing actual teaching, scholarship, and service activities from the current academic year by the end of the relevant spring semester. The final report is reviewed and approved by the department chair/school director and dean prior to being forwarded to the office of academic affairs.
- (H) Administrative right. The determination, assignment, and approval of workload hours for teaching, scholarship, and service are reserved administrative rights.
- (I) Review. This policy shall be reviewed and approved by the YSU board of trustees at least once every five years and submitted to the chancellor of the ODHE following board approval.
- (J) This policy is adopted by the board of trustees pursuant to section 3345.455 of the Revised Code and per the directive of the chancellor of the ODHE.

Replaces: 3356-10-20
Effective: 8/28/2026

CERTIFIED ELECTRONICALLY

Certification

08/18/2026

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