

Faculty Workload Policy

Faculty workload is specified and regulated by Article X of the Rhode Island College 2007-2010 AFT Contract http://www.ric.edu/ricaft/pdf/ricaftagreement07_10.pdf

ARTICLE X: FACULTY LOAD, CLASS SIZE, COURSE ASSIGNMENTS, AND SCHEDULING

A. Faculty Load: Basic Considerations

10.1 Academic Work Week. The academic work week shall consist of five (5) days, normally Monday through Friday, with course assignments between 8:00 a.m. and 10:00 p.m. Without the written consent of the faculty member involved, the time spent between the beginning of the first teaching period and the end of the last for any one day shall not exceed eight (8) hours, but faculty may be assigned either late afternoon or evening classes as part of their normal load. Without the written consent of the faculty member involved, no faculty member who teaches a course scheduled to end at 10:00 p.m. will be required to teach before 10:00 a.m. the next day. No faculty member may be required to teach on a weekend (Saturday or Sunday) without his or her written consent.

10.2 Faculty Load Policy. The average teaching load per semester shall be twelve (12) formula hours of credit. Faculty shall meet all scheduled assignments unless prior arrangements have been approved by the department chairperson who shall report such arrangements to the appropriate dean promptly. Faculty may not cancel classes or other contractual commitments without such approval. In case of emergencies, the faculty member shall notify the department chairperson as soon as possible. In the case of absences for more than one (1) week from scheduled assignments, arrangements must be approved by the appropriate dean or as provided in the Leave policy. (See Article IX, Section 9.2, page 26.)

10.3 A faculty member may be assigned a load greater or less than the average in a particular semester, but the College shall hold to its policy that an individual faculty load shall average twelve (12) formula hours during the four (4) semesters beginning Fall 2007 and ending Spring 2009 and the four (4) semesters beginning Fall 2009 and ending Spring 2011.

10.4 When a compelling need exists, a faculty member may request a reduced workload with a commensurate reduction in salary, pursuant to the procedure described in Section 9.2. Such reduced workload will not normally extend beyond one year. If the faculty member's workload is at least half-time, health benefits shall be continued as if the employee were working full-time, at the employer's expense less any applicable employee's share. No health benefits shall be granted if the workload is less than one half.

10.5 In addition to this normal twelve (12) hour load, a faculty member meets other professional responsibilities during the academic year, such as serving on College committees, advising student activities, attendance at commencements, convocations,

academic functions, and academic advisement of students, which bear no load credit except as outlined below in other sections of this Article. Faculty members shall keep a reasonable number of regularly scheduled office hours to be determined after consultation and approval of the department chairperson and the appropriate dean. The schedule shall be posted and supplied to the departmental secretary.

10.6 Basic Formula. Each formal class hour for which students receive full credit shall be considered a formula hour for faculty load credit. (Since a formal class hour is normally considered to require two (2) hours of additional work, the formula hours shall be construed to represent three (3) hours of actual work.)

10.7 Additional-Course Preparation. For each different course preparation after the second, faculty shall add one (1) formula hour to their teaching load credit. Additional-course preparation credit shall not apply to courses in which students receive one (1) or less semester hour credit unless otherwise provided in this Agreement or by mutual agreement of the department chairperson and the appropriate dean.

B. Class Size

10.8 Under ordinary circumstances lecture and/or discussion sections shall be restricted to a maximum of thirty (30) students. In extraordinary circumstances, lecture and/or discussion sessions may be expanded to thirty-two (32) students, with advance notice to the faculty member. A faculty member teaching twelve (12) formula hours shall be normally responsible for 75-100 students. Load adjustments shall be made on an individual basis in schedules requiring responsibility for a significantly greater number of students.

10.9 Small Group Instruction. Classes intended to involve extensive student discussion and/or participation shall be restricted to such smaller size as is consistent with the purpose of the course.

10.10 Large Group Instruction. Large group instruction by one or more faculty member(s) shall be granted load credit as determined in consultation between the faculty member and department chairperson with the approval of the appropriate dean, taking into consideration the course format and size.

10.11 TV Instruction. Each contact hour of master TV lecturing a week shall be considered three (3) formula hours of load credit; teaching in a section of a televised course shall carry two (2) formula hours for the first section and one (1) formula hour for each additional section.

C. Laboratory Assignments

10.12 Physical or Biological Science Laboratories. Laboratory assignments in a physical or

biological science course shall carry full formula load credit for the contact hours for the first two (2) laboratory assignments of the same instruction in the same course in the same semester, and load credit for half the laboratory contact hours for the third or further assignment.

10.13 Laboratories in Psychology, Mathematics and Computer Science, and in Departments within the School of Management. Laboratory assignments (as distinguished from lecture/recitation portions of courses) in Psychology, Mathematics and Computer Science, and in Departments within the School of Management shall carry one (1) formula hour of load credit for each contact hour for the first laboratory section taught by an instructor in a particular course in a particular semester, and one-half (1/2) formula hour credit for each contact hour for the second or further section.

10.14 Technical Education and Graphics Communications Laboratories. Each contact hour of Technical Education and Graphics Communications laboratories shall be granted one-half (1/2) formula hours load credit.

D. Special Programs

10.15 Faculty teaching in programs or courses offered through the Department of Education, or other institutions, agencies, or subventionary projects, shall receive load credit and have such courses scheduled within their regular assignment. If it is not feasible to make such assignments within the normal load because of time or other constraints, then opportunities for teaching for additional or overload compensation shall be made known to faculty in writing, as far in advance as practicable and in any case at least two (2) working days prior to the assignment of anyone to teach the course.

10.16 Responsibility for selection and assignment of faculty to such programs or courses shall rest with the department chairperson subject to the approval of the appropriate dean. Overload assignments shall be made only with the consent of the faculty member. Assignment to courses not under Rhode Island College jurisdiction shall be made only with the consent of the faculty member.

E. Individual Instruction

10.17 Graduate Theses or Essays. Faculty members shall be granted one-half (1/2) formula hour load credit for advising each graduate thesis or M.A.T. essay or CAGS field project. Credit may not be granted for the same thesis or essay for more than one (1) semester.

10.18 Doctoral Dissertations. Faculty members who advise doctoral dissertations as the major advisor shall be granted one-half (1/2) formula load credit for each credit of dissertation work supervised, to a maximum total of four (4) formula load credits per individual doctoral student.

10.19 Independent Study and Directed Reading. The supervision of Independent Study--excluding the following: graduate theses, CAGS projects, and M.A.T. essays--shall carry one (1) formula hour teaching load credit per semester for the first student in each area of

student assignment, with the understanding that normally not more than four (4) students shall be assigned to a faculty member. Less than one (1) formula hour load credit shall be assigned in cases of duplication of area of student assignment. No additional-course preparation credit shall be given for assignments described in this section.

F. Practicum and Student Teaching.

10.20 Practicum. Faculty load credit for teaching practicum courses shall carry three (3) to six (6) formula hours based upon the number of students involved and the nature of the practicum experience. The number of hours shall be determined in consultation between the faculty member and the department chairperson with the approval of the appropriate dean.

10.21 Student Teaching. The supervision of three (3) students in student teaching, based on a minimum of three (3) visits per semester, shall be considered the equivalent of one (1) formula hour. When the standard assignment of visits is different from three (3) visits, the load credit shall be determined proportionately subject to the approval of the Dean of the Feinstein School of Education and Human Development. Supervision of student teaching is not eligible for load credit for additional-course preparation. Faculty using their own automobiles in conjunction with the above assignments shall be reimbursed for mileage at the approved State travel regulations.

G. Advisement

10.22 Academic Advisement. Student academic advising is an important faculty service function, one in which all faculty are required to participate. No faculty member shall be required to accept, or be penalized for not accepting, more than thirty (30) advisees in any semester, except in connection with a program or supervisory assignment in which load credit is given for the latter assignment.

10.23 Advisement to Student Organizations. No faculty member shall be required to serve as a faculty adviser to a student organization unacceptable to him/her.

H. Special Supervisory Activities

10.24 Department Chairperson. Department Chairperson serving as chairperson of a department shall carry from four (4) to eight (8) formula hours of load credit, the specific amount to be determined by the Vice President for Academic Affairs after consultation with the appropriate dean and the department chairperson.

I. Special Services

10.25 Special Assignments. Faculty load credit for the collection, supervision, and scheduling of College-sponsored displays and exhibits may be granted on the basis of one (1) formula hour for 45-55 hours of involvement per semester.

10.26 Load credit for College sponsored activities which do not conform to the usual instructional format, such as direction of theatrical, debate, dance, musical or athletic groups, shall be evaluated on the basis of 45-55 hours of involvement per semester for one (1) formula hour up to a maximum of four (4) formula hours per semester. Under unusual circumstances exceptions may be arranged at the discretion of the department chairperson with the approval of the appropriate dean.

10.27 Testing and Services of a Professional Nature. An assignment involving testing and services of a professional nature shall be evaluated on the basis of 45 - 55 contact hours per semester. In particular, this provision is applicable to faculty participation in testing or evaluation for credit by examination, proficiency, or equivalency.

10.28 Research. The Administration will provide at least 48 formula hours of credit per semester for the purpose of reassigning faculty from direct teaching responsibilities to specific and approved projects in scholarship, creative endeavors, public service, and/or applied research (including, but not limited to, research on student performance, assessment and accreditation). Allocations of this time reassignment will be distributed among faculty from the five academic schools in a manner, which considers (a) the relative size of the various schools, and (b) particular faculty needs and opportunities for productive use of the reassigned time. Said reassigned time will be requested by individual faculty and will require the approval of the department chairperson, appropriate academic dean, and the Vice President for Academic Affairs. Faculty members who receive three or more formula hours of credit of reassigned time from teaching under the provisions of this section will not be eligible for over load compensation during the semester of reassignment.

J. Special Departmental Activities

10.29 Art

- a. In studio art courses, faculty shall receive one (1) formula hour of load credit for each semester hour assigned to the course; however, a total teaching load in art shall not exceed eighteen (18) contact hours per week.
- b. Faculty assigned to Art Education 340 shall receive three (3) formula hours of load credit for the first section taught, and two (2) for each subsequent section, but this course shall not be eligible for additional-course preparation credit.

10.30 Library

- a. Librarians shall be employed on a calendar year contract and shall be assigned a 35-hour nonscheduled work week, to be determined by the Director of the Library.
- b. Each formal class hour taught by a librarian shall be considered to represent three (3) hours of actual work and shall be deducted from the regular work week of the librarian.

10.31 Music

- a. Faculty assigned to Music Education 341 shall receive three (3) formula hours of load credit for the first section taught, and two (2) formula hours of load credit for

each subsequent section, but this course shall not be eligible for additional-course preparation credit.

b. In Music 161, 162, and 163, each section shall carry three (3) formula hours of load credit, but these courses shall not be eligible for additional course-preparation credit.

c. In Music 104, 105, 106, 107, 110, and 111, each section shall carry two and one-half (2 1/2) formula hours of load credit, but these courses shall not be eligible for additional-course preparation credit.

d. Faculty load credit for applied music lessons may be granted on the basis of one (1) formula hour for every two (2) fifty-minute lessons per week averaged over one semester and, one (1) formula hour for every three (3) thirty-minute lessons.

Applied music courses carry no additional-course preparation credit.

e. Normally, no faculty member may have more than half of his/her load allocated to applied music.

f. Coaching two (2) ensembles of music in Music 164 is allocated one (1) formula hour of load credit. This course shall not be eligible for additional-course preparation credit.

10.32 Nursing--Supervision of Clinical Practice Time. In the supervision of clinical practice time in Nursing, one (1) formula hour of load credit shall be granted for each one and one-half (1 1/2) hours of contact per week averaged over the semester. Normally, the faculty-to-student ratio shall be one faculty to six to eight students in the clinical practice areas. The appropriate faculty-to-student ratio for each section shall be determined by the Dean in consultation with the department chair.

10.33 Physical Education. In Physical Education assignments, each contact hour of floor or field work or coaching shall be considered a half formula hour; however, a total teaching load in Physical Education shall not exceed twenty (20) contact hours per week.

10.34 Counseling and Educational Psychology--Supervision of School Psychology Interns. Faculty supervising school psychology interns who are not under certified school psychologists shall be assigned one (1) formula hour load credit per semester. One-half (1/2) formula hour load credit shall be granted for each supervised student who is under a certified school psychologist. Faculty members assigned to teach the seminar accompanying the school psychology internship course shall receive three (3) formula hours load credit.

K. Contingency Provision

10.35 Faculty load credit for specialized departmental or College activities not included above - e.g., K-12 Coordinators, Director of Medical Technology program, Director of School Psychology program, serving as Assistant to Department Chairperson, etc. -- is to be determined by consultation between the faculty member and his/her chairperson with the approval of the appropriate dean. Faculty members who have responsibilities for special programs or projects shall be granted up to three (3) formula hours of load credit per semester as determined by the appropriate dean in consultation with the faculty member.

L. Henry Barnard School

10.36 Faculty Load Credit at the Henry Barnard School. At the Henry Barnard School, one (1) formula hour of load credit shall be assigned to all classroom teachers for each two (2) hours of teaching. For special subject teachers, the formula hour assignment shall include both (a) teaching, and (b) provision of services.

10.37 Henry Barnard School Day. The length of the pupil day at the Henry Barnard School shall be six (6) hours. Teachers shall be present twenty (20) minutes before and twenty (20) minutes after the pupil day. Teaching of College classes, scheduled practicum conferences, carport duty (10 minutes beyond the teacher day) and not more than seven (7) monthly faculty meetings may take place outside these hours.

10.38 Henry Barnard School Supervisory Duties. Henry Barnard School faculty members with twelve (12) formula hour teaching loads shall not be assigned carport duty; nor shall such faculty members be assigned other supervisory duties before or after the teacher day. Such duties shall be assigned to teachers with less than twelve (12) formula hours only. Assignments shall be in inverse proportion to the number of formula hours carried. When available, teacher aides will be assigned to assist in this carport and other supervisory duties.

10.39 Henry Barnard -- Duty-Free Lunch Period. Every full-time Henry Barnard School faculty member shall have one (1) duty-free lunch period per day, not less than thirty (30) minutes in duration, which shall be within the six (6) hour pupil day.

10.40 Henry Barnard School Substitutes. Except in cases of emergency, no regular full-time Henry Barnard School faculty member with a twelve (12) formula hour teaching load shall be required to cover the entire class day or a portion thereof of an absent faculty member.

10.41 Henry Barnard School -- Teaching Program. Faculty assigned to the Henry Barnard School shall be notified no later than ten (10) working days prior to the end of the school year in June of the following:

- a. The subjects they will teach next year.
- b. The grades of the subjects they will teach next year.
- c. Any special or unusual classes they will teach next year.

M. Assignment and Scheduling of Courses

10.42 While the assignment of courses and the expression of the faculty member's preferences in the scheduling thereof shall be the responsibility of the department chairperson or comparable supervisor, the needs of the College and its students shall be the primary consideration in scheduling classes.

10.43 A faculty member shall normally be notified of his/her class schedule no later than thirty (30) days prior to the beginning of the semester by being presented with a written dated copy of his/her schedule.

10.44 Changes in a faculty member's program may be made if emergencies arise, and such changes shall also be in writing and dated. In making necessary changes, the department chairperson shall make every effort to consult with the affected faculty member in the interest of arriving at the best solution for all concerned.

10.45 A copy of each faculty member's class schedule and changes to said schedule shall be forwarded to the College Bookstore, along with a copy of each faculty member's book list.

M. Off-Campus Courses

10.46 Faculty who are assigned off-campus courses as part of their regular semester load will be reimbursed for travel in accordance with State Travel Regulations.

N. Courses Delivered Through Electronic Means

10.47 Any faculty member planning the use of electronic delivery of course materials with an accompanying reduction in the amount of student in-class lecture or recitation time must receive approval of the department chairperson, appropriate dean, and academic vice president.

In order for programs with smaller enrollments to provide consistent offerings, the FSEDH approved the following policy in January 2010. This policy affects (on average) 7 course/4 faculty per semester.

**FEINSTEIN SCHOOL OF EDUCATION AND HUMAN DEVELOPMENT
LOW ENROLLMENT POLICY**

On the first Friday of August/January, each Department Chair in the Feinstein School will identify all program courses that are low enrolled.

Graduate level courses must have 6 or more students to be fully enrolled.

Undergraduate courses must have 12 or more students to be fully enrolled.

On the second Monday of August/January, the Chair of each Department will notify the Associate Dean for Teacher Education of all courses under-enrolled.

On the Wednesday before the first class of the fall and spring semesters, the Chair of each department will give to the Associate Dean for Teacher Education a final list of courses that are under-enrolled. Each Department Chair in consultation with the Associate Dean determines one of the following courses of action:

1. Cancel each low enrolled course and inform the students of the course cancellation;
- OR
2. Provide a written justification to the Associate Dean as to why a course with low enrollment should run for the semester.

On the Thursday before the first class of the fall and spring semesters, the Associate Dean will meet with the Dean to advocate for under-enrolled courses to run. Based upon the written justification the Dean will decide if an under-enrolled course runs as a regular course or as an independent study. The Associate Dean for Teacher Education will notify each affected department chair of the Dean's decision. Each chair in turn will notify each faculty member affected in the chair's department.

All regular courses that run as independent studies, the instructors are compensated as follows:

1. One credit for the first student
2. .50 for each additionally enrolled student (not to exceed the original credit line)
3. Calculation of enrollment compensation occurs on the last day to add courses during any semester.

During any semester courses run as independent studies follow the description of Article X c, 10.19 of the Agreement between the RIC/AFT and the Rhode Island Board of Governors.