

GC Workload Guidelines

<https://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Compensation-Faculty/Faculty-Workload-Policy>

GCSU SON Faculty Teaching Workload Guidelines

Purpose: The purpose of this policy is to establish workload guidelines congruent with the mission and vision of the University and the School of Nursing (SON).

The GCSU SON desires a workload policy that is congruent with the mission and vision of the university and the school, meets approval and accreditation standards, supports a quality caring curriculum, recognizes faculty education, expertise and career goals, and creates a positive and collegial work environment. Boyer's Model of Scholarship serves as a guide for faculty appointment, promotion and tenure. All full-time faculty are expected to teach in the classroom and clinical settings at the undergraduate and graduate levels, in the classroom and online in a manner congruent with their qualifications, expertise, talents and preferences. GCSU SON workload guidelines must balance resources and expectations with equity and fairness and be congruent with the policies of the University and the University System of Georgia. The GCSU faculty workload policy is available at this link:

<http://gcsu.smartcatalogiq.com/Policy-Manual/Policy-Manual/Academic-Affairs/EmploymentPolicies-Procedures-Benefits/Compensation-Faculty/Faculty-Workload-Policy>

Academic workload is the total of all officially recognized SON and University duties carried out by an individual faculty member at any time.

Based on the policies of the University, faculty holding the rank of Assistant Professor, Associate Professor, or Professor carry a teaching workload equivalent to 12 credit hours per semester for fall and spring semesters, or a total of 24 hours for both semesters.

The role of the lecturer in the SON is primarily one of clinical teaching. The workload for lecturers is 15 credit/contact hours for fall and spring semesters, or an equivalent of 30 hours for both semesters.

Faculty are expected to assume duties which may include academic advising/mentoring, recruitment, orientation, club sponsorships, and departmental committee work. Faculty are expected to accept a reasonable share of institution-wide service activities, including institutional governance when selected. However, faculty are also expected to exercise prudence in accepting such service, so that they are not taking on a disproportionate or unduly burdensome load that interferes with teaching and research. Full time tenure tract faculty are expected to have an on-going research. All full-time faculty are expected to have a professional development agenda. The agenda is shared with their department chair, and to make progress annually in addressing the agenda. Faculty are expected to engage in public and professional service activities as time and opportunity allows. Faculty are expected to fill out the consulting workload form yearly for outside work. Faculty will not be assigned overloads unless they are agreeable. Overloads will provide compensatory time within the subsequent two- semesters or

additional pay as negotiated with administration in writing. Additional pay must be approved prior to faculty assuming overloads.

Summer teaching is optional and depends on the needs of the department.

Release from the standard workload hours may be provided for special projects and administrative assignments. This release must be approved by the SON director on a semester-by-semester basis.

SON Teaching Workload Calculation:

Activity	Workload hour
1 credit/contact hour of didactic instruction (all programs) Courses that are team taught share the credit load and course responsibilities	1 workload hour
1 contact hour of direct clinical, lab, or simulation instruction (all programs)	1 workload hour
Indirect supervision of 1 MSN clinical student working with preceptor	0.5 workload hour (equivalent to 3 credit hours for a group of 6 students)
DNP Chair while student is enrolled in the following courses: NRS 9300, 9400 (alternate chair may be designated during summer semester), NRS 9310, NRS 9320, and NRS 9315. Second committee member: when student is enrolled 9310 and 9320 will get 0.5 credit hour	1 workload hour Maximum of 4 workload hours in any given semester 0.5 workload hour
Indirect supervision of BSN clinical students working with preceptor *	0.2 workload hours per student (equivalent to 2 credit hours for a group of 10 students)
Program Coordinators	3 workload hours
Assistant Directors	6 workload hours
Director STRC	6 workload hours
Director SON	9 workload hours
International Study Abroad courses	3 workload hours for clinical section 1:1 workload hours for didactic instruction taught separate from regular course

*For courses with both direct clinical supervision and precepted clinical supervision (NRS 4980), faculty will receive credit based on the sum of their assigned direct clinical hours and the number of assigned precepting students. For example, if faculty A is assigned to supervise 10 precepting students, this would equate to 2 workload hours. If faculty A also is assigned to 60 simulation hours, this would equate to 4 workload hours. The total credit for clinical supervision for this faculty member would be 6 hours.

For faculty teaching 80-100% online courses in cases where more than 30 students are taking the course, the course will be sectioned into groups and workload credit assigned accordingly. Workload hours may be decreased for class sizes below the standard.

For faculty teaching face-to-face courses (or courses less than 80% online) in cases where more than 60 students are taking the course, the course will be sectioned into groups and workload credit assigned accordingly.

Minimum service expectations include student advisement and being an active contributing member of at least one school committee and one additional institutional, community or professional committee. Performance in the areas of teaching, scholarship and service will be evaluated annually and in conjunction with 3rd year review, 5th year post-tenure review and reviews for promotion and/or tenure.

The following site provides reference material for CoHS P&T review:

<https://intranet.gcsu.edu/college-health-sciences/governance>