

**Department of Allied Health Sciences**  
**Workload Policy**  
**October 22, 2014**

The College of Clinical and Rehabilitative Health Science's mission is to foster innovative collaborations that support learning, scholarship and service, and that meet the clinical and rehabilitative health needs of our patients, clients, and communities. The programs within the Allied Health Department have developed this workload policy with the college mission in mind. Because the programs within the department have unique accreditation guidelines, as well as varying needs, the criteria for faculty workloads has to include some flexibility in application. The faculty workload is developed after consultation with the chair of the department and provides a basis for each faculty member to establish a teaching, research, and service agenda for the academic year. The policy is also in line with the university workload policy, providing "sufficient flexibility that it allows the department to draw upon each faculty member's unique ability to contribute." This policy also follows the established promotion and tenure guidelines for the department and provides the faculty member with the ability to develop a successful dossier for promotion and/or tenure. These workload principles are flexible and may require change based on departmental staffing needs and/or budgetary concerns.

**The Chair of the Department will develop the schedule/workloads according to the following General Principles:**

1. The department faculty workload of 15 hours a semester is a maximum for the fall and spring semester for undergraduate courses and 12 hours for graduate courses. For 12-month faculty the faculty workload for summer is 6 hours maximum as negotiated with the chair of the department. (See TBR Policy 5:01:00:00, II, E.)
2. Traditional didactic classes will have equal workloads (3 credit class = 3 instructional hours).
3. Dental hygiene clinical hours for which faculty have direct patient/student contact for the duration of the clinic time are calculated at a 2/3 rate based on contact hours. (Example: For a clinic with 12 contact hours per week, the faculty member would be given 2/3 of the contact hours for 8 workload hours).

4. For other clinical supervision hours, workload hours are calculated at a 2/3 rate based on credit hours. (Example: 2 workload hours for 3 credit hours).
5. For laboratory classes, the workload is based on credit hours. (Example: 1 hour workload for 1 credit hour).
6. Program directors will be given 2 workload hours of release during each of the fall and spring semesters to perform their duties.
7. Program, clinical, and graduate coordinators on 12-month contracts will be given one workload hour during the fall and spring semesters. Program, clinical, and graduate coordinators who are on 9-month contracts will be given a total of 3 workload hours during the academic year to continue their duties during the summer.
8. Other workload hours can be negotiated with the chair. Examples include, but are not limited to, distribution of on-line hours, intensive courses, program development, service, and research. See note below about course caps.
  - a. The establishment of course caps will be set by the chair in consultation with course instructors. Adjustments to course caps (such as permitting additional students into a course must be approved by the instructor affected by the adjustment.
9. If the chair and faculty member cannot reach agreement on the semester workload, then the faculty member may file an appeal with the departmental workload review committee. The workload review committee will be made up of one tenured faculty, one clinical-track faculty, and one tenure-track faculty. At least one of the committee members must be from the faculty member's program. After hearing the appeal, the committee will make a recommendation to the chair and dean. The chair and dean will make the final decision and report to the faculty member, within 10 business days, after receiving the workload review committee's recommendation. The appeal process must be completed 60 days prior to the start of each semester.
  - a. Summer workloads will be established by February 28<sup>th</sup>
  - b. Fall workloads will be established by March 31<sup>st</sup>
  - c. Spring workloads will be established by October 31<sup>st</sup>