

Faculty Workload Calculation Formulas

Charge

- To examine and modify, as needed, the faculty workload calculations describing the credit faculty receive for teaching as outlined in PAc-29
- Committee included faculty and administrators to determine the teaching-load value for the various instructional types outlined in UAR-136.02 (current approved UAR)

Committee Membership

- Four member for each of the Colleges
- Each college had three faculty and one administrator representatives

Why was the Ad Hoc Committee Formed

- A posting of a revised UAR 136.03 was inadvertently added to the MSU website without having gone through Faculty Senate for recommendation.
- In addition, a revised Faculty Workload Formula sheet was also posted
- Both were quickly replaced with the approved versions of UAR 136.02 and PAc-29 Workload Formula sheet, but not until it was seen and questions were asked

Challenges

- UAR 136.02 and unofficial UAR 136.03
 - Additional Instructional Types were identified in 136.03 as a result of the impact COVID had on delivery of instruction
- Terminology used between Colleges varied, for example
 - Field Experience
 - Practicum
 - Clinical Experience
- Develop workload calculations that would give faculty credit for the different types of teaching working performed

Lecture and Seminar Courses		
1.1	Direct Faculty Instruction*	= class minutes / 50
2.1	Laboratory Courses	= class minutes / 50 * 0.667
Combined Lecture / Laboratory Courses		
3.1	Lecture Courses	= class minutes / 50
3.2	Laboratory Instruction*	= class minutes / 50 * 0.667
3.3	Education Methods Courses	= 3.75

*Graduate courses in these categories are prorated at 1.333 x standard teaching load

Note: Summer teaching loads typically equal the credit hours earned by the student and are not calculated by formula

Practice-Based Guided Instruction Courses		
4.1	Practicum Courses**	= enrollment * 0.25
4.2	Art Studio Courses	= class minutes / 75
4.3	Private Applied Music Lessons	= enrollment * class minutes / 75
Ensemble Performance Courses		
4.41	Chamber Ensembles	= 2
4.42	Major Ensembles	= 3
4.43	Marching Band	= 6
4.5	Theatre and Dance Applied Performance	= class minutes / 50
4.6	Personal Skill Development Courses	= class minutes / 50 * 0.667

**Internship and practicums having at least 10 formal class meetings per semester as well as those requiring at least 20% face-to-face supervision in addition to required field experiences shall be calculated as enrollment * 0.50

Clinical Instruction, Clinical Practice, Internship		
5.1	Clinical Instruction	= class minutes / 50 * 0.667
5.2	Clinical Practice / Internship (full-time)**	= enrollment * 0.25
5.31	Clinical Practice – Nursing Graduate	= enrollment * 0.87
5.32	Clinical Practice – Other	= enrollment * 0.75
5.33	Clinical Practice - Teaching	= enrollment * 0.85
5.4	Exceptional Cases (credit hour based on agreements, contracts, or MOA)	Workload based on individual condition of the agreement, contract, or MOA

**Internship and practicums having at least 10 formal class meetings per semester as well as those requiring at least 20% face-to-face supervision in addition to required field experiences shall be calculated as enrollment * 0.50

Independent Study, Special Problems, Directed Research/Study, Applied Projects, Thesis, Doctoral Capstone****

6.1	Independent studies, Special problem, Directed research**	= enrollment * 0.25
6.2	Honors' applied	= semester hours * enrollment
6.3	Thesis, Applied project	= semester hours / 6
6.4	Doctoral directed study**	= enrollment * 0.375
6.5	Doctoral capstone (6 hrs)***	= enrollment * 1.5

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***Based on capstone of 6 credit hours per student. If less than 6 credit hours, workload will be prorated accordingly

****Contributes to workload and would contribute to a teaching overload; Eligible for compensation during Winter and Summer terms