

I. PURPOSE

- a) In accordance with university policy ([APS 790601, Faculty Workload](#)), all faculty in the College of Health Sciences (COHS) have workloads that meet university goals, are distributed equitably, and carried out efficiently and effectively.
- b) The College of Health Sciences recognizes that workload typologies vary among its member departments/school (i.e., Department of Human Sciences, Department of Kinesiology, Department of Public Health, and School of Nursing). As such, the college elected to create and maintain a combined policy that incorporates common elements applicable to all member departments/school, while also having department-specific criteria present. This final policy incorporates feedback from each department chair and with input from tenured, tenure-track, and continuing non-tenure track faculty. The College workload policy is reviewed annually and subject to approval by the Dean of the College of Health Sciences and the Provost and Senior Vice President for Academic Affairs.
- c) The department chairs/directors are responsible for assigning each faculty member's workload, in consultation with the faculty member, at the beginning of each fall, spring, and long summer (if applicable) semester. The department chair/director ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual faculty member's professional goals, interests, and skill sets. The Dean is responsible for assigning each chair's workload, in consultation with the chair at the beginning of each fall, spring, and long summer semester. During this meeting, chairs can negotiate research time in their workload with approval by the Dean. Each semester, the department chair/director submits the faculty workload to the Dean for approval and reporting.

CLICK EACH SECTION TO EXPAND:

II. COMMON COHS WORKLOAD ELEMENTS

- a) The categories presented in this section are identified workload elements that are common to all departments/school within the College of Health Sciences (COHS).
- b) Thesis/Capstone/Independent Studies (on a 3.0 credit scale) – in addition to Independent Studies / Special Topics courses being assigned to the faculty member

leading the course, it is recommended that the course(s) be scheduled to the person chairing the thesis or capstone.

i. *Graduate (Masters):*

1. *Thesis:* 1.00 workload credit per thesis chaired (3 theses chaired = 3.0 credit) awarded at final completion of thesis.
2. *Capstone course:* 0.30 workload credit per student capstone (10 student capstones = 3.0 credit) awarded at final completion of capstone. This does not apply if course load credit was given for the capstone(s).
3. *Independent Studies / Special Topics courses:* 0.30 workload credit per organized student if it is completed as uncompensated workload (10 students = 3.0 credit).

ii. *Undergraduate:*

1. *Honors Thesis:* 0.50 workload credit per thesis chaired (6 theses chaired = 3.0 credit) awarded at final completion of thesis.
2. *Undergraduate Independent Studies / Special Topics courses:* 0.25 workload credit per student if it is completed as uncompensated workload (12 students = 3.0 credit).

c) Department Chair/Director Assignment Workload Credit:

- i. Department Chairs/Directors of a department or school within the College of Health Sciences will receive a minimum of 9 workload credits for each long semester (fall and spring) for serving as a department chair/director. The total number of workload credits assigned to all faculty (including chairs) must be 12. Additional workload credit may be granted with the approval of the Dean of the College of Health Sciences and the Provost and Senior Vice President of Academic Affairs.
- ii. The Dean is responsible for assigning each chair's workload, in consultation with the chair prior to each fall, spring, and long summer semester. During this meeting, chairs can negotiate research time in their workload with approval by the Dean.
- iii. Each semester, the department chair submits the faculty workload to the Dean for approval and reporting. All chairs/directors may receive 12 workload credits (1.00 FTE) in the summer for chair duty workload upon approval from the Dean of the College of Health Sciences and the Provost and Senior Vice President of Academic Affairs.

d) Newly Hired Full Time Tenure-track Faculty – A one-time workload credit of up to three (3) credits may be granted for a newly hired tenure-track faculty member in either the fall or the spring semester during their first year of employment, subject to approval by the Department Chair, Dean of the College of Health Sciences, and Provost and Senior Vice President of Academic Affairs.

e) Large Class Enrollment:

- i. The minimum number of students for a course to be considered for credit for two courses due to size is identified as follows:
 1. Undergraduate courses: Greater than 125 students
 2. Graduate courses: Greater than 40 students
- ii. Workload credits will vary due to the number of SCH attached to the course.
- iii. Workload credits attached to large class sizes must receive approval from the Department Chair/Director, Dean of the College of Health Sciences, and the Provost and Senior Vice President of Academic Affairs:

f) Stipends may be considered in lieu of workload credit and must be approved by the Department Chair/Director, Dean of the College of Health Sciences, and the Provost and Senior Vice President of Academic Affairs.

III. DEPARTMENT OF HUMAN SCIENCES

a) PURPOSE

- i. In accordance with university policy ([APS 790601](#), Faculty Workload), all faculty in the Department of Human Sciences have workloads that meet university, college, and department goals and are distributed equitably and carried out efficiently and effectively.
- ii. The Department of Human Sciences elected to create and maintain a single department workload policy with input from tenured, tenure-track, and non-tenure track faculty. The department workload policy is reviewed annually and subject to approval by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- iii. The department chair is responsible for assigning each faculty member's workload, in consultation with the faculty member, at the beginning of each fall, spring, and long summer (if applicable) semester. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual faculty member's professional goals, interests, and skill sets.
- iv. The Dean is responsible for assigning each chair's workload, in consultation with the chair at the beginning of each fall, spring, and long summer semester. During this meeting, chairs can negotiate release time in their workload with approval by the Dean of the College of Health Sciences and the Provost and Senior Vice President of Academic Affairs. Each semester, the department chair submits the faculty workload to the Dean for approval and reporting.

b) WORKLOAD CREDIT

- i. The standard workload for full-time faculty is 12-workload credits per semester. One (1) workload credit is defined as one (1) semester credit hour of organized instruction or the equivalent. Lab courses, and variable credit courses will have adjusted workload credits that range from 1.0–4.0 (refer to Appendix A for the course workload credits assigned to courses in Human Sciences).
- ii. For most tenure-track and tenured faculty teaching in the Department of Human

Sciences, the 12-workload credit standard is typically fulfilled by teaching three (3) 3-credit hour classes (9 workload credits) per semester and conducting research at a level that warrants the awarding of three (3) additional workload credits; one 3-credit hour class for a total of 12-workload credits.

- iii. For most Practice and Clinical Faculty, and full-time Lecturers (excluding Lecturer-pool) in the Department, the 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes per semester (12 workload credits). The number of courses will vary based on the individual course workload assigned, release for administrative duties, or other releases that have been approved prior as noted in section 04.03 below.
- iv. In the event a faculty workload is under 12 credits, an additional course or administrative duties may be assigned to the faculty's workload during the term the reduced workload occurs. The additional assignment will be made in collaboration with the faculty member and chair; however, the final decision is at the discretion of the department chair and the Dean of the College of Health Sciences to ensure the needs of the unit and academic program instructional needs are met.
- v. In circumstances where a full-time tenured, tenure-track, or non-tenure-track faculty workload exceeds the 12-workload credits per semester, the *Instructional Overload Assignment Policy* [APS 810701](#) will be followed. In the case of workloads that exceed 12-workload credits, compensation for tenured or tenure-track faculty overloads may be either financial or an award of equivalent released time at the faculty members' discretion and in consultation with department chair. Tenured and tenure-track faculty in Human Sciences may not exceed an additional 6-workload credits beyond the 12-workload credits for full-time faculty, without approval of the department chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs. A tenured or tenure-track faculty member may not have an overload during a semester they are granted released or reassigned time (i.e., beyond the standard 3-workload credits for research or program leadership as coordinator or director).

c) PRACTICE FOR TEACHING WORKLOAD ADJUSTMENTS

- i. Team Teaching: Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities as agreed upon by the faculty teaching the course. Any disputes will be resolved with the assistance of the chair.
- ii. [Large Class Enrollment: For faculty members who teach large undergraduate classes \(over 125 students\), the department chair may grant up to six \(6\) workload credits for a faculty member.](#)
- iii. Additional Contact Hours: For faculty members who teach lab or clinical courses, the department has assigned workload credits for these courses in the department when the hours are greater than the typical amount (3 hours for a 3-

credit lecture) (see the table below for approved workload conversions in Human Sciences).

d) WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

- i. The Department of Human Sciences allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- ii. Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- iii. Workload credit for other professional responsibilities and assignments, include:
 1. Chair Assignment – Workload of up to nine (9) credits per semester, as authorized by *Appointment, Workload, and Evaluation of Chairs* ([APS 110511](#)), may be granted for chairing an academic department. Modification to this is at the discretion of the Dean of the College of Health Sciences.
 2. Program Director/Coordinator Assignment – Workload of up to three (3) credits per academic year, taken in the fall or spring term, may be granted for a faculty member who directs a graduate or an undergraduate program. Additional workload credit in the summer may be provided based on program accreditation requirements, or other summer needs associated with the management of an academic program. The academic semester when the release occurs will be determined by the department chair in consultation with the faculty and is dependent on meeting instructional needs for that term. Final approval of the workload credits must be approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President of Academic Affairs.
 3. Program Director/Coordinator Assignment for Program Accreditation Review – Workload of up to three (3) credits per academic year may be granted for a faculty member who directs an accredited program or a program seeking accreditation, during the self-study portion of the cycle, if the release is not already

included in their Program Director/program coordinator duties. Final approval of the workload credits must be approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President of Academic Affairs.

4. Research Buy-Out Adjustment – Following [ORSP guidelines](#) credit may be granted to a faculty member who has secured external funding. Credit may be granted to a faculty member who has secured external funding.
5. Professional and Administrative Service Activity – Workload credit of up to three (3) per academic year may be granted for a faculty member who performs significant administrative or professional activities beyond standard expectations (e.g., chairing the university Faculty Senate, serving on the executive board of a national professional organization). Detailed evidence to support the workload credit adjustment must be provided by the faculty member and approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
6. Developmental Leave Adjustment – Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with [APS 800328, Faculty Development Leave](#).
7. [Mentoring of Graduate Thesis Students Adjustment – Workload credit may be granted to a faculty member participating in graduate mentorship in a M.S. programs, such as chairing M.S. thesis committees \(1.0 workload credit per thesis chaired\), chairing M.S. capstone projects \(0.30 workload credit per capstone chaired\), or the instructor of record for M.S.-level independent studies \(0.30 workload credit per organized course\). Upon completion, the workload credit will be banked for future use and must be approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.](#) The credit must be used within three years per [APS 810701](#).

IV. DEPARTMENT OF KINESIOLOGY

a) PURPOSE

- i. In accordance with university policy ([APS 790601](#), Faculty Workload), all faculty in the Department of Kinesiology have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively.
- ii. The College of Health Sciences elected to allow each department to create and maintain departmental workload policies, with input from tenured, tenure-track, and full-time non-tenure track faculty for each department. The department workload policy is reviewed annually and subject to approval by the Dean of the College of Health Sciences and the Provost and Senior Vice President for Academic Affairs.
- iii. The term workload, referenced throughout this policy defines faculty time toward teaching and research in a given semester. This does not include time toward service in a given semester unless specifically identified (see sections IV[e] and IV[f]); however, service is expected of all full-time faculty in the Department of Kinesiology unless explicitly stated otherwise. This policy refers to workload credits assigned each semester and conforms to the standards set by [APS 790601](#), Faculty Workload.
- iv. For purposes of workload and the workload handbook, an **active and current research agenda** is operationally defined as active and current work on multiple scholarly projects that are at various stages of development (idea inception, IRB submissions, and approvals), execution (data collection, analysis, and submission), and publication. Tenured and tenure-track faculty with research expectations, who are interested in pursuing a workload release, should consult with the department chair to determine whether research activities over the prior three to five years constitute an active and current research agenda. The department chair must approve the evaluation of these activities before a workload release may be submitted to the Dean of the College of Health Sciences and the Provost and Senior Vice President for Academic Affairs for approval.
- v. The department chair is responsible for assigning each faculty member's workload, in consultation with the faculty member, prior to each fall, spring, and long summer (if applicable) semester. This is typically done a semester in advance when the schedule is built. Changes may occur due to service or administrative shifts, course needs and student enrollment. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual faculty member's professional goals, interests, and skill sets.
- vi. Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.

b) WORKLOAD CREDIT

- i. The standard workload for full-time faculty is 12-workload credits per semester. One (1) workload credit is typically defined as one (1) semester credit hour of organized instruction or the equivalent. All releases discussed in this workload handbook, that are not included in a faculty contract and/or human resources job posting from time of hire, are subject to approval from the Chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs each semester or Academic Year (AY).
- ii. As defined in Section II[c] of this policy, the Chair of the Department of Kinesiology will receive a minimum of 9 workload credits for each long semester (fall and spring) for serving as the chair. The total number of workload credits assigned to all faculty (including chairs) must be 12. Additional workload credit may be granted with the approval of the Dean of the College of Health Sciences and the Provost and Senior Vice President of Academic Affairs.
- iii. For most tenure-track and tenured faculty teaching in the College, the 12-workload credit standard is typically fulfilled by teaching three (3) 3-credit hour classes (9 workload credits) and an active and current research agenda (3 workload credits) each Fall and Spring semester (see section IV[a]).
- iv. For most Professors of Practice, Clinical faculty, and full-time Lecturers at all ranks (excluding Lecturer-pool) in the Department of Kinesiology, this 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes, each Fall and Spring semester.
- v. Approved workload credit over 12-workload credits per semester for full-time faculty may be paid in the current semester (non-TT faculty) or accrued for future use (tenured and tenure-track only) with approval from the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs in accordance with APS 810701, Instructional Overload Assignment. These credits will be tracked and maintained by the faculty and department chair. Faculty must request application of the accrual during schedule build for the semester these accrued credits will be awarded as release.
- vi. Tenured/Tenure-track faculty receiving a (3) workload credit research release, will only be assigned a course (teaching) overload if they maintain an active and current research agenda and publication record in accordance with APS 810701, Instructional Overload Assignment (see also section IV[a]).
- vii. For tenured faculty on the teaching track in the Department, the 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes (12 workload credits) each Fall and Spring semester. Course overloads may be assigned in accordance with APS 810701, Instructional Overload Assignment.

c) PRACTICE FOR TEACHING WORKLOAD ADJUSTMENTS

- i. Team Teaching: Faculty members who team-teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities and in consultation with the department chair and the Dean of the College of Health Sciences.
- ii. Additional Contact Hours: For faculty members who teach lab or clinical courses, the department chair may grant a workload up to five workload credits if a faculty member is assigned to teach a class that has mandatory contact hours greater than the typical amount (see Table 1 below for approved workload conversions of courses).

d) WORKLOAD CREDIT FOR RESEARCH

- i. Research workload credit: Tenure-track and tenured faculty on a 3-3 teaching load typically earn 3 workload credits for time toward research each Fall and Spring semester. Faculty must maintain an [active and current research agenda](#) and publication record to receive workload credit for research (see section IV[a]).
- ii. Grant buyouts of workload credits: Faculty with grants can opt to buyout research time instead of teaching time as part of the grant stipulations with approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs (see [ORSP policy](#) for details).
- iii. Faculty opting to develop a high caliber grant that involve pilot data, intensive time (NIH, NSF) research external grant as the PI or co-PI can request up to 1 workload credit in a Fall or Spring semester prior to submitting the grant. Grant must be submitted, and credit cannot be awarded multiple times for the same project. Workload credits cannot be awarded as overload. Workload credit will be dependent on scale of the grant preparation, size of grant, and workload necessary to complete, with approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.

e) WORKLOAD CREDIT FOR HIGH SERVICE LOADS

- i. Faculty should discuss the appointment with the chair, prior to accepting the service appointment. Service that is not granted a release will be submitted on the FES as service. Service that is assigned workload credits is still reported on the FES as service (albeit compensated service). Faculty must be evaluated on their service performance, even when receiving workload credits for said service.
- ii. Service credit will be capped at a maximum 9 workload credits (0.75 FTE) per academic year, with no more than 6 workload credits taken in a given semester.

- iii. Internal High Service Loads: Faculty who serve on high service SHSU committees can earn workload credit equivalent to the service loads of the committee. Workload credit of up to three (3) credits (0.25 FTE) per academic term (Fall/Spring) may be granted dependent on committee load and role. This is typically for university level service such as chair or chair-elect of University Curriculum Committee (UCC), Faculty Senate, or Institutional Review Board (IRB) and other committees where the time and responsibilities are unusually high, with approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- iv. External High Service Loads: Faculty who serve in a professional capacity may earn workload credit. Workload credit of up to three (3) credits (0.25 FTE) per academic year (Fall/Spring) may be granted for President/Editor or a similar role of a State/Regional Organization/ journal. Workload credit of up to three (3) (0.25 FTE) per academic term (Fall/Spring) may be granted for President/Editor or a similar role of a National/International Organization/journal. Workload credits for this service are dependent on approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.

f) **WORKLOAD CREDIT FOR OTHER PROGRAM OR PROFESSIONAL RESPONSIBILITIES**

- i. The Department of Kinesiology allows workload credits for other professional responsibilities and assignments. Workload Releases typically will only be awarded for one title in a given academic year. Other duties will be on FES service or research categories. Service that is assigned workload credits is still reported on the FES as service (albeit compensated service). Faculty must be evaluated on their service performance, even when receiving workload credits for said service. Workload credits and adjustments must be approved by the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- ii. Workload credit for other professional responsibilities and assignments, include:
 - 1. Program Coordinator Assignment – Workload credit of up to three (3) (0.25 FTE) per academic term (Fall/Spring) may be granted for a faculty member who directs a graduate program or an undergraduate program with a significant amount of work and/or accreditation requirements. Workload credit will be determined based on what the accrediting bodies require and/or what the work merits. Duties, expectations, and goals will be submitted to the chair and the dean to determine workload credit to be assigned. All workload credits are subject to approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
 - 2. Program Director Assignment – Up to six (6) workload credits (0.5 FTE) per academic term (Fall/Spring/Summer) may be granted for a faculty member who directs a graduate program or an undergraduate program with a significant amount of work and/or accreditation requirements. Workload credit will be

determined based on what the accrediting bodies require and/or what the work merits. Duties, expectations, and goals will be submitted to the chair and dean to determine workload credit to be assigned. All workload credits are subject to approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.

3. Faculty completing work toward (re)accreditation during an active accreditation cycle review – Up to three (3) workload credits (0.25 FTE) per academic term (Fall/Spring/Summer) may be granted for a faculty member who directs an accredited program or a program seeking accreditation, during the self-study portion of the cycle if the release is not already included in their Program Director/program coordinator duties. Workload credit will be determined based on what the accrediting bodies require and/or what the work merits, with the approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
4. Faculty building a new program - workload credit of up to three (3) workload credits (0.25 FTE) in an academic year (in either Fall or Spring) may be granted for a faculty member who is actively completing the development process for a new undergraduate or graduate program seeking curriculum approval. Workload credit may be received once per the development of each new program. Data supporting the viability of this degree must first be completed prior to consideration of workload credit. Workload credit will be determined based on what the work merits, with the approval of the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
5. Laboratory Director – Up to three (3) workload credits (0.25 FTE) per academic year may be granted for a faculty member who serves as a laboratory director. The workload for laboratory directors includes training and supervision of research assistants, and maintenance, upkeep, and updating of all research hardware and software in the laboratory. Lab directors must maintain an active and current research agenda and publication record to receive workload credits. An active and current research agenda includes active data collections being conducted in the research laboratory; mentoring, training, and supervision of undergraduate students to assist with research tasks; supervision and training of 1-3 graduate research assistants to assist with research tasks; and mentoring undergraduate and graduate students on process of data analysis, research writing, and for presentations at regional or national conferences (also see section IV(a)).
6. Internship/Clinical coordinator – Up to three (3) workload credits (0.25 FTE) per academic term (Fall/Spring/Summer) may be granted for a faculty member who serves as an internship coordinator or clinical coordinator for a graduate program or an undergraduate program with a significant amount of work. This work will include securing new affiliation agreements, maintaining renewals on

affiliation agreements, tracking student completion hours, tracking incomplete grades, visiting internship sites, training preceptors and internship supervisors, and other tasks related to ensuring students are being placed into clinical and/or internship sites each semester.

7. Professional and Administrative Activity Adjustment – Up to three (3) workload credits (0.25 FTE) per academic year may be granted for a faculty member who performs significant administrative or professional activities beyond standard expectations (e.g., chairing the university Faculty Senate, serving on the executive board of a national professional organization). Detailed evidence to support the workload credit adjustment must be provided by the faculty member and approved by the chair of the Department of Kinesiology, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
8. Developmental Leave Adjustment – Up to twelve (12) workload credits (1.0 FTE) per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the TSUS Board of Regents, in accordance with [APS 800328, Faculty Development Leave](#).

V. DEPARTMENT OF PUBLIC HEALTH

a) PURPOSE

- i. In accordance with university policy ([APS 790601, Faculty Workload](#)), all faculty in the Department of Public Health have workloads that meet department, college, and university strategic goals and are distributed equitably and carried out efficiently and effectively.
- ii. The Department of Public Health created and maintains a workload policy with agreement from the department chair and with input from tenured, tenure-track, and non-tenure track faculty. The Department workload policy is reviewed annually and subject to approval by the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- iii. The department chair is responsible for assigning each faculty member's workload, in consultation with the faculty member, at the beginning of each fall, spring, and summer (if applicable) semester. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual faculty member's professional goals, interests, and skill sets. Each semester, the department chair submits the faculty workload to the Dean of the College of Health Sciences and the Provost and Senior Vice President for Academic Affairs for approval and reporting.

b) WORKLOAD CREDIT

- i. Tenured, tenure-track, and non-tenure track full-time faculty workload equates to 12 workload credits each fall and spring. Summer employment may be available to faculty with nine-month contracts. Faculty workload may include a combination of teaching, conducting scholarly/creative activities, and performing service or administrative duties (refer to [APS 790601](#), Faculty Workload Sections 3.02a and 3.02c).

Approved instructional overload credit over 12-workload credits per semester for tenured, tenure-track, and non-tenure track full-time faculty, may be accrued for future use with approval from the chair, the Dean, and the Provost and Senior Vice President for Academic Affairs in accordance with [APS 810701, Instructional Overload Assignment](#).

- ii. For most full-time non-tenure track faculty in the Department the 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes (12 workload credits) per semester (fall and spring).
- iii. For most tenure-track and tenured faculty teaching in the Department, the 12-workload credit standard per semester is typically fulfilled by teaching three (3) 3-credit hour classes (9 workload credits) and conducting research at a level that warrants the awarding of three (3) workload credits.
- iv. The workload credits assigned to courses in the Department of Public Health can be found in [Appendix C of this policy](#).

c) PRACTICE FOR TEACHING WORKLOAD ADJUSTMENTS

- i. Team Teaching: Faculty members who team teach organized classes will proportionally share the workload credits computed by the department chair for that class in accordance with the distribution of responsibilities.

d) WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

- i. The Department of Public Health allows workload credits for other professional responsibilities and assignments (see Section 4.03). Workload credits and adjustments must be approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- ii. Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.

b) Workload credit for other professional responsibilities and assignments outside of regular assigned duties include:

- i. Chair Assignment – [Workload credit of a minimum of \(9\) hours per semester](#), as authorized by *Appointment, Workload, and Evaluation of Chairs (APS 110511)*, may be granted for chairing an academic department. In special the workload credit can be modified for the chair with the approval of the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- ii. Program Coordinator Assignment – Workload credit of up to three (3) credits in the Fall and Spring semesters may be granted for a faculty member who oversees an undergraduate or graduate program. The final workload credits will be determined in consultation with the chair. Factors that will be considered in the workload credit determination include: curriculum review, recruitment activities, assessment, catalogue changes, focused advising, establishment and maintenance of community partnership, accreditation activities and number of students in the major. The final assignment of workload credit must be approved by the chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs,
- iii. Research Buy-Out Adjustment – Following [ORSP guidelines](#), sponsored project funds can be used to pay a portion of a faculty member's 12 workload credits (1.0 FTE) during the contractual period (i.e., the 9-month academic year for most tenure track/tenured faculty; 12-month for some faculty), and any portion of a faculty member's time during the non-contractual period (i.e., summer months). Notwithstanding research buyouts, all faculty members will be assigned a minimum of 3 workload credits (.25 FTE) teaching load in the Department each semester.
- iv. Professional and Administrative Activity Adjustment – Professional service is an expectation of faculty. In extenuating circumstances, workload credit of up to three (3) hours per Academic year may be granted for a faculty member who performs significant administrative or professional activities beyond standard expectations (e.g., chairing a high impact University/College committee, serving in a leadership role on an executive board of a major professional organization, or leading University/College policy development and implementation). Detailed evidence to support the workload credit adjustment must be provided by the faculty member and must be approved by the department chair, the Dean of the College of Health Sciences, and the Provost and Senior Vice President for Academic Affairs.
- v. Developmental Leave Adjustment – Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with [APS 800328, Faculty Development Leave](#)
- vi. [Faculty Guided Undergraduate Students Adjustment – Workload credit may be granted to a faculty member participating in undergraduate graduate mentorship – please see COHS Common Workload Elements for more details.](#)

vii. [Faculty Guided Undergraduate Students Adjustment – Workload credit may be granted to a faculty member participating in undergraduate graduate mentorship - please see COHS Common Workload Elements for more details.](#)

VI. SCHOOL OF NURSING

Purpose

Workloads are distributed equitably and carried out efficiently and effectively. The purpose of this Policy and Procedure Statement (PPS) is to define the way that workloads of nursing faculty members are determined and monitored.

Overview

Faculty workload is calculated consistent with faculty workload policies of SHSU ([APS 790601](#)), the Texas State University System (TSUS), the Texas Higher Education Coordinating Board, and the [Texas Board of Nursing](#). Consistent with Sam Houston State University, each unit in the College of Health Sciences has the responsibility to develop a workload policy that further addresses academic responsibilities based on the unique needs of that unit in the college.

Each full-time faculty member is expected to complete a minimum of twelve (12) workload units per semester as defined in SHSU [APS 790601](#). Faculty workload may include a combination of teaching, conducting scholarly/creative activities, and performing service or administrative ([APS 790601](#)). All activities that accrue faculty workload credit should be assessed to maintain acceptable standards of accountability. All activities that accrue faculty workload credit should be assessed to maintain acceptable standards of accountability.

In Fall of 2025, the SON will begin to implement this guideline incrementally to support the transition to a new curriculum. This transition will take place over the course of five semesters as the old curriculum is “taught out” and the new curriculum is “taught in”.

Workload Credits for Teaching Didactic Courses

Generally, a faculty member earns 0.30 full-time equivalents (FTE) or 3 workload credits by teaching a three-semester hour organized didactic undergraduate class for one semester. Courses with fewer or more credit/contact hours will have a workload calculated based on the credit/contact hours. The total workload credits earned are used to monitor the distribution of work assignments within each department and across departments. See Workload Credit Tables in Appendix A.

Team Teaching Adjustment

Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities. The distribution of workload will be negotiated with the faculty of record and documented in the SON's semesterly workload assignment spreadsheet. In exceptional cases when time and effort warrant full workload credit **may be** granted to each participant with approval from the Dean of the College of Health Sciences and the Provost and Senior Vice President of Academic Affairs.

Workload Credits for Teaching Clinical/Laboratory Courses

The maximum number of students placed into a clinical section is regulated by the Texas Board of Nursing. The faculty-to-student ratio should be 1:10 for direct teaching, such that no faculty member supervises more than ten students during patient care experiences ([Rule 215.10 g](#)). For faculty members using preceptors for a portion of the clinical setting, a 1:12 ratio is acceptable ([Rule 215.10 h1](#)). For faculty members using preceptors for the entire clinical experience, a 1:24 ratio is acceptable ([Rule 215.10 h2](#)). See Workload Credit Tables in Appendix D.

Workload Credit for Non-Teaching Professional Responsibilities

Subject to approval of the Dean of the College of Health Sciences and the Provost and Senior Vice President of Academic Affairs, department chairs or school directors may assign workload credits to faculty whose activities cannot be measured accurately under the general guidelines or who perform academic duties outside the classroom that enhance the teaching/learning process and the function of programs in the School of Nursing in accordance with SHSU [APS 790601](#). See Workload Credit Tables in Appendix D.

SON Director

Twelve (12) workload credits are granted for directing the School of Nursing. The director of the school shall not carry a teaching load of more than three (3) clock hours per week (three semester credit hours) if required to teach ([Texas Board of Nursing Rule 215.6](#)).

Emergency Workload Adjustment

Teaching loads could fluctuate because of illness, sudden emergencies, and unanticipated needs, which may force a faculty member to accept a higher load

temporarily or to request a lighter load. All temporary exceptions to the basic teaching load policy should be made in writing and should carry the approval of the SON Director, the Dean of the College of Health Sciences, and the Provost and Senior Vice President of Academic Affairs.

Developmental Leave Adjustment

Developmental Leave Adjustment – Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with [APS 800328, Faculty Development Leave.](#)

APPENDICES

CLICK EACH SECTION TO EXPAND:

APPENDIX A: DEPARTMENT OF HUMAN SCIENCES WORKLOAD TABLES

Human Sciences Undergraduate and Graduate Courses					
Course Number:	Course Credit Hours:	Course Contact Hours:	FTE (1.0):	New FTE (12 workload credits):	Course Type:
Dietetics:					
DIET 5079: Dietetic Internship Practicum (ACE)	3	3	0.25	(1.0-3.0)	Lecture
DIET 5367: Consumer Food & Technology	3	3	0.25	3.0	Lecture
DIET 5383: Research Problems	3	3	0.25	3.0	Lecture
DIET 5385: Sports Nutrition	3	3	0.25	3.0	Lecture
DIET 5395: Dietary Supplements (ACE)	3	3	0.25	3.0	Lecture
DIET 5396: Cultural Food Counseling	3	3	0.25	3.0	Lecture
DIET 5398: Public Health Nutrition (ACE)	3	3	0.25	3.0	Lecture
Fashion Merchandising:					
FAMD 1332: Introduction to Fashion Merchandising	3	3	0.25	3.0	Lecture
FAMD 1369: Introduction to Textiles	3	3	0.25	3.0	Lecture
FAMD 2333: Fashion Merchandising Technology	3	3	0.25	3.0	Lecture
FAMD 2366: Fashion in Society (WE)	3	3	0.25	3.0	Lecture
FAMD 2375: Fashion Promotion	3	3	0.25	3.0	Lecture
FAMD 3325: Digital Fashion Retailing	3	3	0.25	3.0	Lecture
FAMD 3348: Buying I: Merchandise Control	3	3	0.25	3.0	Lecture
FAMD 3368: Fashion Forecasting	3	3	0.25	3.0	Lecture
FAMD 3371: Fashion Merchandising Management	3	3	0.25	3.0	Lecture
FAMD 3375: Fashion Brand Management (ACE)	3	3	0.25	3.0	Lecture
FAMD 4329: Global Issues in Fashion	3	3	0.25	3.0	Lecture

FAMD 4348: Buying II: Planning & Allocation	3	3	0.25	3.0	Lecture
FAMD 4359: Fashion Innovation and Creativity (ACE)	3	3	0.25	3.0	Lecture
FAMD 4367: Seminar Clothing Textiles & Merchandising (WE)	3	3	0.25	3.0	Lecture
Food Science and Nutrition:					
FSCN 1367: Basic Nutrition	3	3	0.25	3.0	Lecture
FSCN 1441: Food Prep and Selection (2, 3)	4	5	0.25	4.0	Lecture/Lab
FSCN 2362: Nutrition (large class, 100)	3	3	0.25	3.0	Lecture
FSCN 3329: Nutrition through the Lifespan	3	3	0.25	3.0	Lecture
FSCN 3330: Professionalism in Dietetics	3	3	0.25	3.0	Lecture
FSCN 3339: Community Nutrition (ACE)	3	3	0.25	3.0	Lecture
FSCN 3367 Food Science (1, 4)	3	5	0.25	4.0	Lecture/Lab
FSCN 3370: Nutritional Pathways	3	3	0.25	3.0	Lecture
FSCN 3390 Advanced Nutrition	3	3	0.25	3.0	Lecture
FSCN 3445: Qty Food Purchasing, Preparation, & Service (2, 2) (WE) (ACE)	4	4	0.25	4.0	Lecture/Lab
FSCN 4360: Clinical Dietetics I (ACE)	3	3	0.25	3.0	Lecture
FSCN 4361: Clinical Dietetics II (ACE)	3	3	0.25	3.0	Lecture
FSCN 4370: Advanced Food Systems Org & Management	3	3	0.25	3.0	Lecture
FSCN 4371: Nutrition Assessment (ACE)	3	3	0.25	3.0	Lecture
FSCN 4372: Nutrition Counseling & Education	3	3	0.25	3.0	Lecture
FSCN 4373: Cultural Food Practices (WE)	3	3	0.25	3.0	Lecture
FSCN 4374: Research in Nutrition Sciences	3	3	0.25	3.0	Lecture
Food Service Management:					
FSMG 1331: Intro to Hospitality Industry	3	3	0.25	3.0	Lecture
FSMG 2441: Meal Management in Hospitality (3, 2)	4	5	0.25	4.0	Lecture/Lab
FSMG 3334: Lodging Operations	3	3	0.25	3.0	Lecture
Human Sciences (undergraduate and graduate):					
HUSC 3335: Event Administration	3	3	0.25	3.0	Lecture
HUSC 4068: Research Problems	(1-4)	(1-4)	(0.08-0.25)	1.0-4.0	Lecture
HUSC 4369: Internship (ACE)	3	3	0.25	3.0	Lecture
HUSC 4392: Ind Study in Human Sciences*	3	3	0.00	0.00	Lecture

HUSC 4395: Special Topics in Human Sciences	3	3	0.25	3.0	Lecture
HUSC 5087: Independent Study*	(1-4)	(1-4)	0.00	0.00	Lecture
HUSC 5097: Special Topics in Human Sciences	3	3	0.25	3.0	Lecture
HUSC 5323: Interiors & Aging Population	3	3	0.25	3.0	Lecture
HUSC 5330: Seminar Human Sciences Research	3	3	0.25	3.0	Lecture
HUSC 5375: Seminar in Recent Developments in Human Sciences					Lecture
HUSC 5380: Aging Population Needs	3	3	0.25	3.0	Lecture
HUSC 6098: Thesis I	(1-3)	(1-3)	0.00	0.00	Lecture
HUSC 6099: Thesis II	(1-3)	(1-3)	0.00	0.00	Lecture
Interior Design					
INDS 1140: Introduction to Interior Design	1	2	0.08	1.5	Lecture
INDS 1360: Applied Design Theory (2, 2)	3	4	0.25	4.0	Lecture/Lab
INDS 2361: History of Furnishings I (WE)	3	3	0.25	3.0	Lecture
INDS 2364: Materials and Sources	3	3	0.25	3.0	Lecture
INDS 2365: Digital Drawing for ID	3	3	0.25	3.0	Lecture
INDS 2386: Studio I: Space Planning	3	3	0.25	4.0	Lecture/Lab
INDS 2387: Architectural Graphics for Interiors (2, 2)	3	4	0.25	4.0	Lecture/Lab
INDS 2388: Building Systems for Interiors (2, 2)	3	4	0.25	4.0	Lecture/Lab
INDS 3332: Lighting Design for Interiors	3	3	0.25	3.0	Lecture
INDS 3337: Studio III: Design Process (1, 4)	3	5	0.25	4.0	Lecture/Lab
INDS 3338: Studio II: Residential Design (1, 4)	3	5	0.25	4.0	Lecture/Lab
INDS 3360: Interior Design Professional Practice & Procedure	3	3	0.25	3.0	Lecture
INDS 3361: History of Furnishings II (WE)	3	3	0.25	3.0	Lecture
INDS 3365: Digital Drawing II	3	3	0.25	3.0	Lecture
INDS 3377: Interior Codes & Standards	3	3	0.25	3.0	Lecture
INDS 4330: Studio IV: Commercial Design I (1, 4)	3	5	0.25	4.0	Lecture/Lab
INDS 4331: Studio V: Commercial Design II (1, 4) (ACE)	3	5	0.25	4.0	Lecture/Lab

APPENDIX B: DEPARTMENT OF KINESIOLOGY WORKLOAD TABLES

Department of Kinesiology Graduate Courses				
Course +Number	Credit Hour	FTE base 1.0	New FTE base 12	Course Type
MSAT Courses				
ATTR 5111	1	0.13	1.6	Lab
ATTR 5112	1	0.13	1.6	Lab
ATTR 5115	1	0.13	1.6	Lab
ATTR 5121	1	0.13	1.6	Lab
ATTR 5130	1	0.13	1.6	Lab
ATTR 5131	1	0.13	1.6	Lab
ATTR 5140	2	0.16	2.0	Clinical
ATTR 5210	2	0.16	2.0	Clinical
ATTR 5220	2	0.16	2.0	Clinical
ATTR 5230	2	0.16	2.0	Clinical
ATTR 5300	3	0.25	3.0	Lecture
ATTR 5310	3	0.25	3.0	Lecture
ATTR 5311	3	0.25	3.0	Lecture
ATTR 5312	3	0.25	3.0	Lecture
ATTR 5313	3	0.25	3.0	Lecture
ATTR 5314	3	0.25	3.0	Lecture
ATTR 5315	3	0.25	3.0	Lecture
ATTR 5321	3	0.25	3.0	Lecture
ATTR 5330	3	0.25	3.0	Lecture
ATTR 5331	3	0.25	3.0	Lecture
ATTR 5340	3	0.25	3.0	Lecture
ATTR 5450	3	0.25	3.0	Clinical
SPMT courses				
SPMT 5334	3	0.25	3.0	Internship ¹
SPMT 5335	3	0.25	3.0	Internship ¹

SPMT 60XX	1-3	0.0	0.0	Thesis ²
SPMT 53XX	3	0.25	3.0	Lecture
KINE Courses				
KINE 5334	3	0.25	3.0	Internship ¹
KINE 5335	3	0.25	3.0	Internship ¹
KINE 60XX	1-3	0.0	0.0	Thesis ²
KINE 53XX	3	0.25	3.0	Lecture

¹ Internship classes are paid in FTE or Workload credits when the class has 5 or more students; however, if a graduate internship class has less than 5 students, the faculty is paid \$650 per student.

² Thesis hours do not count in workload until the faculty has accrued an equivalent amount for a release.

Department of Kinesiology Undergraduate Courses				
Course +Number	Credit Hour	FTE base 1.0	Workload Credits base 12	Course Type
ATTR courses				
ATTR X3XX	3	0.25	3.0	Lecture
KINE courses				
KINE 11XX	1	0.125	1.5	Activity
KINE 21XX	1	0.125	1.5	Activity
KINE 3173	1	0.125	1.5	Lab
KINE 4394	3	0.25	3	Internship
KINE 4395	3	0.25	3	Internship
KINE 3100-KINE 3115	1	.083	1.0	Fund of Coaching
KINE X3XX	3	0.25	3.0	Lecture
SPMT courses				
SPMT X3XX	3	0.25	3.0	Lecture

APPENDIX C: DEPARTMENT OF PUBLIC HEALTH WORKLOAD TABLES

Table 1: Public Health Undergraduate and Graduate Courses					
Course Number:	Course Credit Hours:	Course Contact Hours:	FTE (1.0):	New FTE (12 workload credits):	Course Type:
UNDERGRADUATE COURSES					
HLTH 13xx	3	3	0.25	(3.0)	Lecture
HLTH 23xx	3	3	0.25	(3.0)	Lecture
HLTH 33xx	3	3	0.25	(3.0)	Lecture
HLTH 3361 (WE)	3	3	0.25	(3.0)	Lecture
HLTH 3392 (WE)	3	3	0.25	(3.0)	Lecture
HLTH 4117	1	1	0.08	(1.0)	Lecture
HLTH 43xx	3	3	0.25	(3.0)	Lecture
HLTH 4375 (WE)	3	3	0.25	(3.0)	Lecture
HLTH 4394 (WE)	3	3	0.25	(3.0)	Lecture
GRADUATE COURSES					
HLTH 5097	1-3	1-3	0.08-0.25	(1.0) - (3.0)	Lecture
HLTH 53XX	3	3	0.25	(3.0)	Lecture
HLTH 6098	1-3	1-3	0.08-0.25	(1.0) - (3.0)	Thesis
HLTH 6099	1-3	1-3	0.08-0.25	(1.0) - (3.0)	Thesis
HLTH 63xx	3	3	0.25	(3.0)	Lecture
HLTH 6397	3	3	0.25	(3.0)	Lecture

APPENDIX D: SCHOOL OF NURSING WORKLOAD TABLES

Workload for old curriculum model (through teach out of old curriculum – Spring 2028)

Workload Credit for Coordinating Activity			
Role	Course or Activity	FTE	Workload

			Credits
Course Clinical Coordinator	Funds	.17	2
	AH1	.20	2.4
	Community	.20	2.4
	Peds/OB	.25	3
	Leadership	.20	2.4
	AH2	.20	2.4
Level Leader	Soph 2	.17	2
	J1, J2	.25	3
	S1, S2	.25	3
Drug Dosage Calculation Coordinator	J1, J2, S1, S2	.20	2.4
Simulation Educators	AH2	0.3	4
	Funds	0.3	4
	AH1	0.2	2.4
	OB	0.2	2.4
	Peds	0.2	2.4
	Lead Sim Educator	0.3	4
Program Coordinators	RNBSN	0.25	3
	Success & Wellness	0.5	6
Speaker	Governance (Service)	0.2	2.4
Standing Committee Chairs	Governance (Service)	0.05	0.6

Workload Credit for Courses											
Course Number & Title	Total Course Credit Hours	Didactic			Clinical			Lab			Course Type
		Contact Hours Per Section Per Week	FTE Per Section	Workload Credits Per Section	Contact Hours Per Section/Semester	FTE Per Section	Workload Credits Per Section	Contact Hours Per Semester	FTE Per Section	Workload Credits Per Section	
NURS 3320: Pathophysiology for Nursing	3	3	0.25	3	-	-	-	-	-	-	Lecture
NURS 3351: Nursing Concepts I	3	3	0.25	3	-	-	-	-	-	-	Lecture
NURS 3310: Health Assessment	3	2	0.17	2	-	-	-	45	0.17	1	Lecture/ Lab
NURS 3321: Pharmacology for Nursing	3	3	0.25	3	-	-	-	-	-	-	Lecture
NURS 3631: Nursing Fundamentals	6	3	0.25	3	90	0.33	2	45	0.17	1	Lecture/ Clinical/ Lab
NURS 3360: Introduction to Research	3	3	0.25	3	-	-	-	-	-	-	Lecture/ Clinical
NURS 3540: Mental Health & Illness	5	3	0.25	3	90	0.33	2	-	-	-	Lecture/ Clinical
NURS 3620: Adult Health I	6	3	0.25	3	135	0.50	3	-	-	-	Lecture/ Clinical
NURS 4030: Community Nursing	5	3	0.25	3	90	0.33	2	-	-	-	Lecture/ Clinical
NURS 4520: Child & Adolescent Nursing	5	3	0.25	3	90	0.25	2	-	-	-	Lecture/ Clinical
NURS 4540: Women's Health & Maternal Newborn Nursing	5	3	0.25	3	90	0.30	2	-	-	-	Lecture/ Clinical
NURS 3340: Older Adult Health Management	3	3	0.17	2	45	0.17	1	-	-	-	Lecture/ Clinical

NURS 4060: Leadership & Management	4	2	0.17	2	90	0.33	2	-	-	-	Lecture/ Clinical
NURS 4250: Nursing Concepts II	2	2	0.17	2	-	-	-	-	-	-	Lecture
NURS 4620: Adult Health II	6	3	0.25	3	135	0.50	3	-	-	-	Lecture/ Clinical Lecture

Workload for new curriculum model (effective Fall 2025)

Adoption Timeline

- Fall 2025: Proposed workload introduced to Assembly for discussion
- Spring 2025: Assembly vote and ratification
- Fall 2026 – Spring 2028: Phase-in period during which one new semester of the program of study will be added per academic term. Workload will transition commensurately.

Workload Credit for Teaching Activity

Course Type	Contact Hours		Section Size at Full Expansion
	per week	FTE	
Didactic – General	1	0.10	36
Didactic – Recitation & Wellness	1	0.05	16
Lab Instructor	2	0.1	8
Simulation Educator	2	0.15	16
Clinical (traditional)	2	0.1	8*
Clinical (precepted)	2	0.2	≤24**

*estimated average, may not exceed 10

** no more than 24 students on-shift in a 24-hour period

Workload Credit for Coordinating Activity

Workload Credit		Role	Per	FTE
1.8	Course Coor		Course	0.15
1.2	Experiential Learning Coor		Level*	0.1
1.2	Course Clinical Coor		Clinical Credit	0.1**
2.4	Level Leader		Level*	0.2**
1.8	Drug Dosage Calculation Coor		Level*	0.15**
3	Program Coor – RNBSN			0.25
12	Program Coor – Success & Wellness			1.0**
2.4	Speaker for the Assembly (Service)			0.2**
1.2	Standing Committee Chairs (Service)			0.1**

* "Level" refers to 1 cohort, e.g. J2

**at full expansion

Workload Credit for Courses

Course Number & Title	Total	Didactic				Clinical				Lab/Simulation				Course
		C	Stu	FTE/	Wk	C	Stu	FTE/	Wk	C	Stu	FTE/	Wk	
NURS 2231 Recitation & Wellness for Student Success 1	2	2	.1	2	-	-	-	-	-	-	-	-	-	Did
NURS 2321 Applied Pathophysiology/Pharmacology 1	3	3	.3	3	-	-	-	-	-	-	-	-	-	Did
NURS 2133 Experiential Learning 1 – Concept Application	1	-	-	-	-	-	-	-	30	0.15	1	-	-	Lab
NURS 2531 Foundations of Nursing	5	3	.3	3	60	.2	2	-	-	-	-	-	-	Did/Clin
NURS 2132 Foundations & Health Assessment Lab	1	-	-	-	-	-	-	30	0.1	1	-	-	-	Lab
NURS 3232 Recitation & Wellness for Student Success 2	2	2	.1	2	-	-	-	-	-	-	-	-	-	Did
NURS 3231 Applied Pathophysiology/Pharmacology 2	2	2	.2	2	-	-	-	-	-	-	-	-	-	Did
NURS 3134 Experiential Learning 2 – Concept Application	1	-	-	-	-	-	-	30	0.15	1	-	-	-	Lab

NURS 3342 Behavioral Health Nursing Care	3	2	.2	2	30	.1	1	-	-	-	Did/Clin
NURS 3521 Medical-Surgical Nursing 1	5	3	.3	3	60	.2	2	-	-	-	Did/Clin
NURS 3233 Recitation & Wellness for Student Success 3	2	2	.1	2	-	-	-	-	-	-	Did
NURS 3141 Applied Pathophysiology/Pharmacology 3	1	1	.1	1	-	-	-	-	-	-	Did
NURS 3135 Experiential Learning 3 – Concept Application	1	-	-	-	-	-	-	30	0.15	1	Lab
NURS 3522 Medical-Surgical Nursing 2	5	3	.3	3	60	.2	2	-	-	-	Did/Clin
NURS 3263 Population Health Nursing	2	2	.2	2	-	-	-	-	-	-	Did
NURS 3360 Research	3	3	.3	3	-	-	-	-	-	-	Did
NURS 4235 Recitation & Wellness for Student Success 4	2	2	.1	2	-	-	-	-	-	-	Did
NURS 4236 Experiential Learning 4 – Concept Application	2	-	-	-	-	-	-	60	0.30	2	Lab
NURS 4241 Maternal Newborn Nursing & Women's Hlth	2	2	.2	2	-	-	-	-	-	-	Did
NURS 4221 Child & Adolescent Nursing	2	2	.2	2	-	-	-	-	-	-	Did
NURS 4230 Maternal Newborn/Child Nursing Clinical	2	-	-	-	60	.2	2	-	-	-	Clin
NURS 4264 Applied Population Health Nursing	2	-	-	-	60	.4	4	-	-	-	Clin-P
NURS 4237 Recitation & Wellness for Student Success 5	2	2	.1	2	-	-	-	-	-	-	Did
NURS 4137 Experiential Learning 5 – Concept Application	1	-	-	-	-	-	-	30	0.15	1	Lab
NURS 4631 Medical-Surgical Nursing 3 (Critical Care)	6	3	.3	3	90	.3	3	-	-	-	Did/Clin
NURS 4331 Leadership & Transition to Practice	3	2	.2	2	30	0.2	1	-	-	-	Did/Clin-P

*Did = Didactic, Clin = Clinical (Traditional), Clin-P = Clinical (Precepted), Lab = Skills Lab or Simulation

APPENDIX E: SCHOOL OF NURSING REVISED CURRICULUM OF STUDY (EFFECTIVE FALL 2025)

Revised Curriculum Program of Study

Course #	Course Name (Long Title)	Credits	
Sophomore 2			
NURS 2231	Recitation & Wellness for Student Success 1	2	
NURS 2321	Applied Pathophysiology/ Pharmacology 1	3	
NURS 2133	Experiential Learning 1 – Concept Application	1	
NURS 2531	Foundations of Nursing	5	
NURS 2132	Foundations & Health Assessment Lab	1	
	Total	12	
Junior 1			
NURS 3232	Recitation & Wellness for Student Success 2	2	
NURS 3231	Applied Pathophysiology/ Pharmacology 2	2	
NURS 3134	Experiential Learning 2 – Concept Application	1	
NURS 3342	Behavioral Health Nursing Care	3	
NURS 3521	Medical-Surgical Nursing 1	5	
	Total	13	
Junior 2			
NURS 3233	Recitation & Wellness for Student Success 3	2	
NURS 3141	Applied Pathophysiology/ Pharmacology 3	1	
NURS 3135	Experiential Learning 3 – Concept Application	1	
NURS 3522	Medical-Surgical Nursing 2	5	
NURS 3263	Population Health Nursing	2	
NURS 3360	<i>Research (this course is not being updated)</i>	3	
	Total	14	

Senior 1			
NURS 4235	Recitation & Wellness for Student Success 4	2	
NURS 4236	Experiential Learning 4 – Concept Application	2	
NURS 4241	Maternal Newborn Nursing & Women’s Health	2	
NURS 4221	Child & Adolescent Nursing	2	
NURS 4230	Maternal Newborn/Child Nursing Clinical	2	
NURS 4264	Applied Population Health Nursing	2	
	Total	12	
Senior 2			
NURS 4237	Recitation & Wellness for Student Success 5	2	
NURS 4137	Experiential Learning 5 – Concept Application	1	
NURS 4631	Medical-Surgical Nursing 3 (Critical Care)	6	
NURS 4331	Leadership & Transition to Practice	3	
	Total	12	
	Grand Total	63	

Adoption Timeline

- Fall 2024: Proposed workload introduced to Assembly for discussion
- Spring 2025: Assembly vote and ratification
- Fall 2026 – Spring 2028: Phase-in period during which one new semester of the program of study will be added per academic term. Workload will transition commensurately.

APPENDIX F: COLLEGE OF HEALTH SCIENCES FES EVALUATION PATHWAYS

Department of Human Sciences

RESEARCH-INTENSIVE EVALUATION PATHWAY:

1. Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service
30	50	20

TEACHING/LIBRARIANSHIP-INTENSIVE EVALUATION PATHWAY:

1. Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service
50	30	20

BALANCED EVALUATION PATHWAY:

Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service
40	40	20

Department of Kinesiology

RESEARCH-INTENSIVE EVALUATION PATHWAY - percentages that you will be evaluated on if you have a grant or research release above the 0.25 Tenure-track release

1. Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service	Teaching a 2-2 or 3-2 (grant or research release)
30	50	20	

TEACHING/LIBRARIANSHIP-INTENSIVE EVALUATION PATHWAY - percentages that you would be evaluated on if you are on a 4-4 teaching load post-tenure

1. Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service	Teaching a 4-4 (Post-tenure only)
55	25	20	

BALANCED EVALUATION PATHWAY - percentages you will be evaluated on if you are on a balanced evaluation for teaching and research in a tenure track/tenured line (default for everyone)

Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service	Pre- or post-tenure
40	40	20	

Department of Public Health

RESEARCH-INTENSIVE EVALUATION PATHWAY:

1. Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service
30	50	20

TEACHING/LIBRARIANSHIP-INTENSIVE EVALUATION PATHWAY:

1. Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service
50	30	20

BALANCED EVALUATION PATHWAY:

Teaching (chair rating and student rating equally divided)	2. Scholarly & Creative Activity	3. Service
40	40	20

School of Nursing:

BALANCED EVALUATION PATHWAY:

Evaluation Pathway	Teaching	Scholarly & Creative Activity	Service	Patient Care
Research	35%	50%	15%	NA
Teaching	55%	20%	25%	NA
Balanced (default)	40%	40%	20%	NA