

**Towson University**  
**Comprehensive Faculty Workload Guidelines**

A. STANDARD WORKLOAD EXPECTATIONS

The balance among teaching, research/scholarship, and service are determined annually in the Faculty Workload Expectations Report. All three areas must be included in some percentage, and the total percentage of effort must equal 100% of the faculty member's effort before the department chairperson approves the Report.

The standard workload and responsibilities expectations for faculty at Towson University, based on Board of Regents "Faculty Workload and Responsibilities" is expressed as follows:

	Teaching	Research, Scholarship & Creative Activity	Service
Percent of Effort	65-75 (7-8 Course Units)	15-25	5-15

1. One course unit is defined as equivalent to a standard three-credit course. Courses that carry fewer or more than the standard three credits shall also use this formula in a pro-rata basis.
2. The number of course units for the year shall equal at least the minimum level required for teaching in the percentage of effort for which the faculty member is assigned. However, if research, scholarship or creative activity is higher than the BOR stated percentage, the number of course units will be reduced to accommodate the research emphasis in the faculty member's portfolio.
3. Because teaching is the primary responsibility of all faculty members, including those with departmental administrative responsibilities, the amount of student credit hour production and advising must remain balanced among the faculty within the department.
4. Faculty shall hold at least one office hour per week for each course unit taught.

B. TYPES OF INSTRUCTION

Because of the complexity of the University's programs, course instruction can be delivered in a number of ways:

- lecture/seminar;
- laboratory and studio instruction;
- thesis supervision and independent study;
- clinical and other field experiences;

- internship supervision;
- PDS/student teaching supervision and other PreK-12 field experiences; or
- music instruction.

Course unit equivalencies for these approaches vary because of the nature of the faculty support and the number of students involved in the instruction.

**1. *Classroom Instruction (including lecture/seminar and certain laboratory/studio classes).***

As expressed in the BOR policy, one standard course unit credit for classroom instruction will be computed as three contact hours of instruction. A contact hour is fifty (50) minutes of faculty instruction per week. The formula applies equally to lecture/seminar/laboratory/studio instruction where the faculty member is solely responsible for all activities therein (i.e., there is no teaching assistant assigned to the course). If a graduate teaching assistant is assigned to any type of class, course load credit will be determined by the chair of the department and approved by the dean.

All classes, undergraduate and graduate, must meet minimal enrollment requirements as determined by the following guidelines :

- 1) Lower level undergraduate courses : Minimum of 15 students.
- 2) Upper level undergraduate courses : Minimum of 12 students.
- 3) Graduate classes : Minimum of 8 students.

Courses that do not meet the minimum number of students may be offered with permission from the chair and approval of the dean after consultation with the Provost.

**2. *Thesis Supervision, Independent Study and Other Formal Student Activities Outside Class Time.***

Course load credit for assigned undergraduate or graduate thesis supervision, independent study, and other formal course activities outside class time may be calculated on a pro-rata basis as described in the Board of Regents Policy. In some cases an individual faculty member may not gain credit for these activities, however, a department may report course units produced if the semester assignment adds up to requirements for one course unit.

If there are a sufficient number of thesis or independent study students during a semester, a faculty member may be assigned to the requisite number of students and the number of course units assigned may be included as part of the faculty member's annual workload provided the faculty member actually supervises all work.

Course Level	BOR Requirements for One Course Unit	TU Course Units*
800-899 (Dissertation or Doctoral Level Ind. Studies)	9 student credit hours	1.0
700 Master Research Paper/Project; 710 (master thesis)	12 student credit hours	1.0
500 – 699 (other graduate level individual studies)	18 student credit hours	1.0
100 – 499 (undergraduate level individual studies)	21 student credit hours	1.0

\* Course units are based on enrollment for a single student experience that carries 3 or more credit hours whether students are registered for one or two courses. Courses carrying 1 to 2 credit hours shall also use this schedule on a pro-rated basis.

### ***3. Field Experiences, Practica and Internship Supervision***

Course unit credit assigned for undergraduate and graduate field experiences, practica, and internship supervision (except for teaching internships) will be based upon a number of factors, including the credits assigned for the experience, the number of students, the number of different settings in which students are placed (e.g., cohort placement vs. individual placement), and the faculty role in arranging, teaching, and/or supervising the experience. A greater number of credit hours is not always associated with a greater amount of faculty effort in these experiences. Those experiences that are preceptored or supervised by individuals other than the faculty member will have lower course units than those in which the faculty role is more direct. The following are general guidelines, which may be modified at the request of the chairperson and approved by the dean, based upon the faculty role.

Minimum # of SCH Generated	Number of Hours of Direct Faculty Instruction Per Semester	Course Units assigned
30-60	15-20	1.0
45-60	Less than 15	1.0
60-90	Limited direct Faculty Supervision	1.0

### ***4. Student Teaching Internship Supervision.***

Course units will be assigned to faculty with responsibility for supervising interns/student teachers and who are supervising the oversight of a professional development school.

A. Supervision of Teaching Interns in a Professional Development School (PDS).

In this model, a cohort of interns is placed in a PDS site (usually a paired site/two schools) for an intensive and extensive, year-long internship (minimum of 100 days over two consecutive semesters), and are directly supervised by a faculty member who also serves as the PDS coordinator (e.g., liaising with the school(s) leadership, serving on the school(s) improvement team, etc.). One course unit will be assigned for the year.

B. Supervision of Teaching Interns in models other than Professional Development Schools.

In this model, which involves the student teaching semester, student teachers are assigned individually to available mentors in the schools. The supervisor has little or no oversight responsibilities in the school, and is engaged in traveling among many sites during the semester. Course units are based upon the accepted number of on-site visits per student per internship and the student credit hours generated. It is recognized that supervision of students in this model requires substantial travel.

Minimum # of SCH Generated	Minimum # of On-site Visits per 12 credit placement	Course Units assigned
48-60	7-8	1.0
66-84	4-6	1.0

**5. Nursing Clinical Instruction**

Course units for on-site nursing clinical instruction include faculty planning and preparation in advance of each clinical day as well as on-site clinical instruction/supervision. Course units will be assigned to faculty according to the following formula:

Number of students per section	Student & Faculty Clinical hours per week	Course units per section
6-9	7.5-8	1.67

**6. Music Instruction.**

Course units for *private individual music instruction* (which may or may not include a group master class) shall be calculated according to the following schedule:

Item	Studio Contact Hours	Course Units
Undergraduate	50 min. lesson	0.223
Master class	50 min. lesson	0.333

Course units for faculty teaching *ensembles* varies given the size of the ensembles and the number of hours needed weekly for rehearsal.

Large ensembles or ensembles rehearsing at least 4 hours per week:

- 1) Directors of ensembles with 10-29 students, 3 load credits (1 course unit).
- 2) Directors of ensembles with 30 or more students, 4 load credits (1.33 course units).

Small ensembles or ensembles rehearsing no more than 2 hours per week:

- 1) Directors of ensembles with 3-7 students, 1 work load credit (.33 course unit).
- 2) Directors of ensembles with 8-11 students, 1.5 work load credit (.5 course unit)
- 3) Directors of ensembles with 12 or more students, 2 work load credits (.66 course unit)

The formulas for both private individual music instruction and ensembles reflects faculty workload standards compliant with the National Association of Schools of Music. Any deviations from these standards must have the approval of the COFAC Dean.

### C. DISTANCE EDUCATION

#### 1. Distance learning courses and course unit assignment.

A faculty member who is assigned to teach via distance education (i.e., interactive video or online) for the first time will be awarded one additional course unit for the activities involved in preparing and teaching the course in this format, assuming the course is equivalent to at least one course unit. Courses with less or more than one course unit will result in assignment of fewer or additional course units on a prorated basis. In lieu of course unit(s) of assigned time, the faculty member may be provided with a stipend equivalent to the amount of assigned time, based upon payment for an off-load course during the academic year.

To qualify as online, a course must replace at least 80% of in class instruction with on-line instruction. Online courses may require some personal interaction (e.g., an

orientation session or supervised testing), but regular class attendance cannot be a course requirement.

To qualify as interactive video, the majority of the course must be taught by the faculty member using an interactive video network.

Faculty may combine interactive video and on-line course delivery to qualify for the assigned time or stipend.

Enrollment minimums and criteria for double sections in these formats are the same as for standard courses.

## 2. Travel for Off-site Instruction by Core Faculty.

Off-site instruction at times requires significant faculty travel. A core faculty member will be assigned additional course units for courses that require regular, off-site teaching duties. Second or third courses/assignments taught on the same day at an off-site location will not qualify for additional course units. The following schedule will be used to determine additional course units, with a maximum of one course unit to be awarded to a single core faculty member in any semester for off-site teaching travel. In lieu of course units, a stipend may be provided for off-site travel at the discretion of the dean.

### ADDITIONAL COURSE UNITS FOR TRAVEL

Faculty Base location: Towson University	Traveling to... (hours/semester)	Course Units
	To HEAT Center (approx. 25 hours of travel)	.25
	To Laurel Center (approx. 35 hours travel)	.33
	To Shady Grove/ Hagerstown (approx. 45 - 50 hours travel)	.50
	To Southern Maryland (approx. 90-100 hours of travel)	1.0

#### D. UNDERGRADUATE ACADEMIC ADVISING

Comprehensive advising of students is an important aspect of a faculty member's workload. The University considers advising a core responsibility of the faculty. As recommended by the chair and approved by the dean, advising may be counted toward the faculty member's overall workload. Using BOR policy as a general guide, faculty members who formally advise 50 or more undergraduate students during an academic

year shall be awarded one course unit reduction as approved by the chair of the department and the dean of the college. Faculty members advising fewer than 50 undergraduate students will not be granted any course unit credit for the activity.

Faculty advisors will provide academic assistance and individualized attention to support a student's success at Towson University. The advisor's role is to help the student evaluate and realize educational and career options. This requires, at a minimum, the advisor to:

- guide the student as he or she determines the appropriate course of study for the major;
- approve the student's academic course of study each semester, including general education requirements;
- clarify requirements of the major;
- interpret departmental and college policies and procedures;
- aid the student in identifying appropriate institutional resources as needed from time of initial advising assignment to graduation;
- initiate relationships between the student and other individuals on campus who can provide specialized or supplemental assistance; and
- uphold the required academic standards of the department, college, and institution.

#### E. ADMINISTRATIVE RESPONSIBILITIES

Per the Board of Regents' policy on workload:

Departmental Administration. Assumption of responsibility for the functions of chair, assistant chair, or program director, or for special departmental projects, may require reduction of expectations for service, research/scholarship or instruction. The magnitude of such reduction shall be dependent on the scope of administrative responsibilities and size of the department.

The following information pertains to faculty members who chair academic departments or who serve as academic program directors or coordinators.

##### 1. Department Chairs and Assistant Chairs

Based on the number of full-time faculty and the complexity of administration, the following ranges of course units will be assigned by the dean of the college to faculty members serving as department chairs or assistant chairs. Complexity of administration is affected by such factors as large number of majors and minors, large number of transfer students who enter the program, complex and significant number of internship placements, managing multiple sites, number of events produced or staged through the department, and multiple undergraduate and/or graduate programs.

Department Chairs:

The teaching load for chairpersons will be one to five course units per year based on the number of faculty, number of majors, complexity, undergraduate/graduate program mix, and the scholarship profile of the chair. The dean shall determine the teaching load.

Assistant Chairs:

The factors used to determine the size and complexity of a department for purposes of assigning teaching load to a departmental chair shall be used to determine the appropriateness of appointing an assistant chair. The assistant chair shall be appointed on a 10-month contract (concurrent with his or her faculty contract). While the assistant chair may be assigned any number of tasks, he or she may have a major role in coordinating issues of advising within his or her department.

With the dean's concurrence, a summer stipend may be offered using the following guidelines (the amounts will change to reflect salary changes when they occur):

10 hours of work/week for 10 weeks = \$3,300  
15 hours of work/week for 10 weeks = \$4,950  
20 hours of work/week for 10 weeks = \$6,600

## 2. Academic Program Directors and Coordinators

Based on size of the program and the complexity of administration, the dean of the college may assign course units to those individuals serving as undergraduate program directors or coordinators.

### **Undergraduate Program Directors/Coordinators:**

Based on the size of the program (e.g., number of majors) and the complexity of administration (e.g., screening, multiple tracks), the dean of the college may assign course units to those individuals serving as undergraduate program directors or coordinators. Depending on the department and the nature of the programs offered, the undergraduate program director/coordinator position may be filled by more than one person; however, the amount of assigned time applies department-wide and cannot exceed two course units per academic year.

The distinction between "director" and "coordinator" is defined by the complexity of the program and the external presence required by the person; this is determined by the dean in conjunction with the department chair.

Summer stipends for undergraduate program directors/coordinators may be offered using the formula for assistant chairs.



**Graduate program director:**

Number of students actively enrolled/number of formal advisees	Course units awarded
10-35/min. 25 students	1 course unit/academic year
36-100/min. 50 students	2 course units/yr
Over 100/min. 50 students	3 course units/yr

Depending on complexity factors related to the program, the dean may offer a stipend in lieu of and/or in addition to assigned time. As appropriate, the dean will consult with the department chairperson.

F. OTHER INSTRUCTION-RELATED ACTIVITIES

1) ***Performing/Visual Arts:*** Performing and visual arts activities involving productions, events, and exhibitions that may or may not generate academic credit for students, may ordinarily be assigned up to one course unit per semester. The department chair and dean must agree in advance to assigned activity and it must be based upon contact hours and number of students.

2) ***Non-credit Activities:*** Activities related to instruction that involve students without awarding academic credit (e.g., planetarium support, coaching) may qualify for a maximum of one course unit per semester. The dean of the college and the Provost must approve these activities.

3) ***Curriculum Development:*** A maximum of one course unit may be awarded for the development of a new degree program. Generally, these assignments will be for new programs that require *substantial effort beyond normal curriculum development*. The chair must recommend, and the dean and the Provost must approve in advance, assigned time for such program development.

4) ***Accreditation visits/self-support studies:*** Faculty responsible for generating major accreditation or program review self-study documents may be awarded release time for such efforts with the concurrence of the dean of the college in which the review is being conducted.

5) ***Grants and contracts:*** At the discretion of the dean, release time may be awarded to faculty applying for major grants or other external funding.