
DAKOTA STATE UNIVERSITY WORKLOAD DOCUMENT

The faculty workload document of Dakota State University is stated in sufficiently broad and sufficiently specific terms to allow for the fulfillment of the mission of the University while respecting the rights and prerogatives of faculty members and administration. This policy is effective change *to new revision date* and will be reviewed at least once every three years. The review will include formal consultation with a committee of three faculty members selected by the General Faculty and three administrative members.

SECTION I. WORKLOAD DURING THE ACADEMIC YEAR

All faculty members are expected to fulfill the basic professional responsibilities of the mission of the institution in concordance with their annual contract. In any given semester, a faculty member might be required to teach on-campus, off-campus, and/or on-line sections. Workload expectations should be discussed with the faculty member and assigned prior to the beginning of the academic year, although they are subject to revision as the academic year progresses. The standard two-term workload for faculty members requires 30 workload units of instruction, or its equivalent, per academic year. Faculty members who hold 10-, 11-, or 12-month contracts have an additional workload obligation to the university:

- 10-month contracts: 15 workload units per term plus 3 workload units for summer for a total of 33 workload units per fiscal year.
- 11-month contracts: 15 workload units per term plus 6 workload units for summer for a total of 36 workload units per fiscal year.
- 12-month contracts: 15 workload units per term plus 9 workload units for summer for a total of 39 workload units per fiscal year.

If an agreement cannot be reached at the college level by the dean and the faculty unit member relative to the faculty member's workload, the faculty member may contact the Ombudsperson to help resolve differences and/or request a review by the Provost Office.

SECTION 1A. FACULTY MEMBERS HOLDING PROFESSORIAL RANK¹

While the standard workload is 30 workload units per academic year, reasonable time is allocated to faculty members who hold professorial rank and who actively engage in research, scholarship, or creative artistic activity and who actively pursue professional service activities related to their disciplines. Ordinarily, reasonable allocated time is equivalent of six workload units of instruction per academic year and, if assigned, the faculty member must be actively engaged in productive scholarship. The typical full-time teaching load for tenured or tenure-track faculty is 24 workload units of instruction for each academic year (fall and spring). The institution may adjust this workload requirement to ensure faculty members have adequate time for research and scholarship or service or as deemed necessary by the institution and as specified below in this workload document. Faculty holding professorial rank but located off-campus are required to provide service to the university, service to the discipline, and to actively engage in research, scholarship, or creative artistic activity. Faculty who has over 30 workload units per academic year may qualify for overload pay. See Section V below for discussion of overload compensation.

Tenured faculty members, with consent of the dean, may opt out of the requirement for scholarship/creative activities and, in lieu of research, increase the workload assigned to instruction or service. Upon mutual agreement

¹ This section applies to faculty identified as Assistant, Associate and Full Professors.

with the dean, faculty members who are unable to perform expected service responsibilities may be assigned increased workload units in instruction.

1B. FACULTY MEMBERS HOLDING LECTURER RANK²

The standard two-term workload for faculty members who hold lecturer rank will be based primarily on instruction. Lecturers may be asked to assist the professorate informally in matters involving the curriculum and course delivery. Faculty members with a full teaching load of 30 workload units are typically exempt from university service obligations, although three workload units per year may be allocated as compensation for service obligations. Faculty members with lecturer rank and appropriate credentials and experience may be assigned graduate teaching responsibilities when approval is received from the college dean and the Graduate Council. See Section IIA for the equated workload credit assigned for graduate courses.

Faculty whose teaching load exceeds 30 credits per academic year (or 27 credits if they have been given 3 workload units of time allocated for service obligations) may qualify for overload pay. See Section V below for a discussion of overload compensation.

1C. FACULTY MEMBERS HOLDING LIBRARIAN RANK³

Faculty members holding librarian rank will normally not be required to work on more than five (5) calendar days per week unless the assignment is mutually agreed to by the administration and the faculty member. Such faculty members will not be required to work more than seven (7) consecutive days unless mutually agreed to by the administration and the faculty member. Faculty members holding librarian rank will normally average forty (40) hours during any work week. The work week, for purposes of this document, will begin at midnight Friday and end at midnight the following Friday.

The responsibilities of faculty members holding librarian rank will fall under the applicable broad categories of librarianship, service, and/or research, scholarship, and creative activity corresponding to the expectations set forth in the DSU Annual Evaluation and Standards document and the Promotion and Tenure Standards document.

1D. FACULTY MEMBERS HOLDING PROFESSOR OF PRACTICE OR VISITING PROFESSOR RANKS⁴

Workload for Professor of Practice and Visiting Professor ranks are determined on an individual basis in discussions with the dean and are informed by this document.

1E. FACULTY MEMBERS HOLDING RESEARCH RANKS⁵

Workload for Research faculty ranks are determined on an individual basis in discussions with the dean and are informed by this document.

SECTION II: CALCULATION OF TEACHING WORKLOAD

The semester credit hours of the course will be used to determine the course's value in the faculty member's teaching workload (regardless of type of rank held by the faculty member) unless an equated formula is stipulated below. Equated workload units for the courses designated below will be calculated using the formulas in Section IIA. The workload of a faculty member is determined by adding the semester credit hours and the equated workload

² This section applies to faculty identified as Lecturer, Senior Lecturer, and Instructor.

³ This section applies to faculty identified as Assistant, Associate, or Full Librarians..

⁴ This section applies to faculty identified as Assistant, Associate or Full Professor of Practice Rank.

⁵ This section applies to faculty identified as Assistant Research, Associate Research, or Full Research Faculty.

units of the assigned courses. Please note that, in some cases, the delivery mode (e.g., online, face-to-face on-campus, etc.) may alter the assigned workload units. In general, however, there is the assumption that teaching via online modalities requires an equivalent amount of work on the part of the faculty as face-to-face instruction.

The university administration reserves the right to determine the minimum enrollment needed, consistent with sound fiscal practices, to justify offering the class. The administration will announce minimum enrollment expectations per section at least one month prior to the beginning of each semester. When a section fails to meet the specified minimum enrollment and the section continues to be offered, workload will be adjusted by utilizing the small section calculation. Student enrollment at census date will be used in all cases to determine final workload calculations.

IIA. EQUATED WORKLOAD CALCULATION FACTORS (REFER TO APPENDIX A FOR A MORE DETAILED DESCRIPTION OF EACH OF THESE INSTRUCTIONAL METHODS.)

1. Science laboratories (Instructional Method L): 3 contact hours or equivalent equal 2 workload units. Online laboratory sections will be allotted 1 workload unit.
2. Lecture courses associated with laboratory sections: 3 credit hours equal 2 workload units and 4 credit hours equal 3 workload units.
3. Private Instruction (Instructional Methods M): $(.33) \times (\text{semester credit hour}) \times (\text{number of students enrolled})$ equals workload units
4. On-campus Studio (Instructional Methods A): 3 credit hours equal 4 workload units.
5. On-line Studio (Instructional Methods A): 3 credit hours equal 3 workload units.
6. Independent Study Courses (Instructional Method I –courses in the x91 series.): $(.10) \times (\text{semester credit hours of the course}) \times (\text{number of students enrolled})$ equals workload units;
7. Supervision of formal research experiences:
 - a. Undergraduate research supervision (courses in the 498 series): $(.10) \times (\text{semester credit hour of course}) \times (\text{number of students enrolled})$ equals workload units.
 - b. Master’s-level research supervision: considered part of the faculty member’s formal research workload and not considered as part of the faculty member’s teaching workload.
 - c. Doctoral-level research supervision when student is registered for dissertation credits (898D):
 - i. Chair: 1 workload unit for the dissertation chair per student per academic year. Maximum of 3 units may be earned in a year; and maximum of 3 years for any student.
 - ii. Committee membership is considered part of the faculty member’s formal research workload.
8. Graduate Courses at the 500-level and above: $(1.33) \times (\text{semester credit hours of the course})$ equals equated workload unit. For courses that carry both undergraduate and graduate credit (400/500 level), the academic level of the majority of the students in the class determines the workload units assigned to the class.
9. Supervision of student teaching:
 - a. For all student teaching supervision: 1 student = .67 workload unit.
 - b. Level III: 1 credit hour = 1.125 workload unit
10. Cross-listing of on-campus and online sections:
 - a. Cross-listing is the process of treating multiple sections of a course taught with different modalities (i.e., on-campus and online) as a single section for workload purposes.
 - b. Cross-listing will occur only when one or both sections has insufficient enrollment to meet the 4/7/10 course enrollment guideline.

- c. When one section has insufficient enrollment to meet the 4/7/10 course enrollment guideline, one additional workload unit will be added. (ex. Undergraduate course with sections of 7 and 15 students will be cross-listed and the faculty member will get 4 workload units.)
 - d. When both sections have insufficient enrollment to meet the 4/7/10 course enrollment guideline, they will be given the standard workload for the course type. (ex. Undergraduate course with sections of 4 and 8 students will be cross-listed and the faculty member will get 3 workload units.)
11. Cross-listing of sections with distinct prefixes:
- a. Cross-listing, in this case, refers to two sections with different prefixes that are taught as a single section either face-to-face or online.
 - b. Face-to-face sections are considered to be a single section for workload purposes if the students in both sections are scheduled for the same room at the same time.
 - c. The combined online sections follow the same guidelines as any other online section for expected maximum enrollment and would normally be considered a single section for workload purposes.
12. Small sections:
- a. Small sections occur when the enrollment of a section of a course falls below: 10 students in the 100-400 level, 7 students in the 500-600 level, and 4 students in the 700-800 level.
 - b. Sections covered under 1, 3, 6, 7, and 9 above do not fall under the small section rules.
 - c. Workload units for small sections will be determined by the following formulas:
 - i. Courses in 100-400 level: $(\# \text{ of students enrolled}) \times (.10) \times (\# \text{ semester credit hours})$
 - ii. Courses in 500-800 level: $(\# \text{ of students enrolled}) \times (.14) \times (\# \text{ semester credit hours})$
 - iii. Sections falling under 2, 4, and 5 above $(\# \text{ of students enrolled}) \times (.10) \times (\text{equated workload units})$
13. Sections taught by more than one faculty member: total workload units for the section will be divided by the number of faculty teaching the section

IIB. ACADEMIC ADVISING

Academic advising is recognized as part of a faculty member's teaching workload and generally will not exceed an assignment as primary adviser of more than 50 students for faculty members with professorial rank and more than 30 students for faculty members with lecturer rank. An unusually heavy advising load can be offset by a reduction in the faculty member's committee or other college assignments and/or a reduction in teaching load for faculty members holding lecturer rank.

IIC. CLASS PREPARATION

The usual number of class preparations for faculty members will be three (3) to six (6) per semester. If the faculty member's teaching assignment for any given semester exceeds six class preparations, other workload assignments may be reduced proportionately. As many as six preparations should only be assigned if the sections are closely aligned in content and delivery method and no more than four sections are 3-credit classes.

When two or more sections of the same course are taught by the faculty member during the same semester, those courses will be counted as a single class preparation.

IID. OFFICE HOURS

Faculty members are expected to maintain an office schedule that provides for reasonable on-campus accessibility during the work week. Standards for office hours have been set as part of this documents. The requirement for faculty office hours will be 2 hours per week for each section taught spread over a minimum of 3 days with a maximum of 8 hours per week. Faculty teaching online sections during the academic year and during the summer

session will create a comparable schedule to be available to students. Faculty will include notice of availability for office hours or equivalent as part of the syllabus. In addition, faculty will include in their syllabi a statement that they are available by appointment and establish reasonable and responsible e-mail response times of a maximum of 48 hours, Monday through Friday, excluding holidays, semester breaks, and sick or personal leave. Faculty who teach online classes or who set assignment deadlines over the weekend will set e-mail response times that consider students' need for information and reassurance as assignment deadlines draw near.

When faculty are temporarily unable to meet their e-mail response guidelines, they will notify students of the delay in advance. If faculty are unable to notify students ahead of time (e.g. due to disabling illness) they will so inform the college office. In any event, the college office should be notified, so that student questions can be handled appropriately.

SECTION III: SERVICE WORKLOAD

Faculty who hold professorial rank are expected to undertake service activities within their allocated workload units. Expectations on the types of activities that fall under this area can be found within DSU's Annual Evaluation and Standards document. Exceptions for this responsibility can be made between the dean and faculty member (See Section I. 1A).

Faculty members who hold lecturer rank are not normally subject to service expectations except in the case where they are assigned service obligations and are eligible for three workload units (See Section IB).

Faculty members who hold librarian rank are expected to undertake service activities as part of their workload. Expectations on the types of activities that fall under this area can be found within DSU's Annual Evaluation and Standards document.

SECTION IV: RESEARCH WORKLOAD

Faculty who hold professorial rank are expected to undertake research activities within their allocated workload units. Expectations on the types of activities that fall under this area can be found within DSU's Annual Evaluation and Standards document. Exceptions for this responsibility can be made between the dean and faculty member (See Section I. 1A).

Faculty members who hold lecturer rank are not normally subject to research expectations.

Depending upon their rank, faculty members who hold librarian rank are expected to undertake research activities as part of their workload. Expectations on the types of activities that fall under this area can be found within DSU's Annual Evaluation and Standards document.

SECTION V: OTHER WORKLOAD FACTORS

Other factors may be considered at the college level and may be used to allocate a proportional amount of the normal, full-time teaching workload assignment, upon authorization by the Dean and by the Provost or their representatives. When requesting workload for these factors, faculty should initiate discussions with their dean as early as possible. These include but are not limited to:

- Class size and other related classroom issues such as the nature of the classroom assignments;
- Institutional committee chair;

- Responsibility for institutional projects;
- Heavy advising load (see section IIB on Academic Advising);
- Involvement in GS 100 series;
- College recruitment responsibilities;
- Guidelines of external accrediting agencies;
- External Grant requirements / release time;
- A large number of class preps (see section IIC on Class Preparation);
- Strong research agenda that supports the university's mission.

SECTION VI: SHARED GOVERNANCE RESPONSIBILITIES

All faculty members are expected to participate in the academic governance of the university, to contribute to the work of academic unit committees or task forces, and to participate in searches for new members for the academic unit.

SECTION VII: OVERLOAD COMPENSATION DURING THE ACADEMIC YEAR

Overload occurs when a faculty member goes beyond 30 workload units in an academic year. Faculty members who accept overload assignments are compensated at the rate of 8 percent of their 9-month base salary per 3 workload units. The overload compensation will be adjusted pro rata.

Faculty members who have a larger-than-normal workload assignment in the fall may also request or be assigned a reduction in their spring teaching load, in lieu of overload compensation. The administration reserves the right to identify which of the faculty member's courses would apply to overload assignment.

Workload units assigned under Section V: Other Workload Factors are counted within the standard workload of faculty. If there is not a readjustment of workload to address how these workload units will be accommodated, instructional workload units over 30 will apply to overload.

Faculty members who unilaterally agree to supervise independent study courses, directed practices and directed studies courses (those courses generally numbered (x9x) will not be compensated with overload pay for this supervision, unless the activity is specifically assigned by the dean and compensation arrangements are made at the time of the assignment.

Faculty workload for the academic year will be calculated after the census date in the spring semester. After the workload is calculated, faculty will be provided with their complete workload including any overload. Overload payments will be added the faculty member's paycheck during the February-May pay periods.

SECTION VIII: MAXIMUM COMPENSATION

DSU Policy 02-02-00 specifies a maximum compensation for faculty members during the academic year and for the summer session

SECTION IX: SUMMER SCHOOL WORKLOAD

Faculty unit members whose time is not fully obligated to the university or other state or federal agencies to perform externally funded research may be offered course assignments to teach during the summer session.

During the summer term, a faculty member will be compensated at the rate of 8 percent of their 9-month base salary for each three-credit course. If a course exceeds or falls short of three credit hours, the compensation will be adjusted pro rata. During the summer semester, a faculty member might be asked to teach on-campus, off-campus and/or on-line sections.

In the interest of quality instruction, a faculty member's teaching assignment in the summer term will not exceed 10 credit hours. Any exceptions to this stipulation must be approved by the Dean and Provost prior to a summer school contract being issued to the faculty member.

Faculty members who unilaterally agree to supervise independent study courses, directed practices, and directed studies courses (course numbered in the x9x series) during the summer will not be compensated for this supervision, unless the activity is specifically assigned by the dean and compensation arrangements are made at the time of the assignment. When compensation is awarded, it will be calculated using the Independent Study equated workload formula. Dissertation chairs will be compensated at .1% of salary per student enrolled in dissertation hours with a maximum of 3 years for any student.

The university administration reserves the right to determine the minimum enrollment needed, consistent with sound fiscal practices, to justify offering the class. When a course fails to meet the specific minimum enrollment, the summer school contract may be voided by the administration, or the faculty member may request an opportunity to teach the course at reduced compensation. The administration will announce minimum enrollment expectations per section at least one month prior to the beginning of the summer semester. Faculty members will be advised of any changes in the minimum enrollments specified by the university at the time the summer school contract is offered but no later than three weeks prior to the beginning of summer term. When a course has not achieved that minimum enrollment one week prior to the first scheduled class meeting, the administration will contact the faculty member to discuss whether the faculty member would be willing to teach the course at reduced compensation. The formula used to calculate the reduced compensation will be the small section formula.

For faculty members whose summer teaching load is part of their 9-month teaching obligation, the semester credit hours of the course will be used to determine the course's value in the faculty unit member's workload, unless an equated formula is stipulated above (see Section IIA Calculation of Teaching Workload). For those faculty members, the summer school teaching workload is determined by adding the semester credit hours and the equated workload units of the assigned courses.

APPENDIX A

The definitions of selected instructional methods offered at DSU are taken from the AAC Guideline 5.4 on Instructional Methods.

https://www.sdbor.edu/administrative-offices/academics/academic-affairs-guidelines/Documents/5_Guidelines/5_4_Guideline.pdf

Discussion/Recitation (D)

- Communication between the faculty member and students is two-way; all are participants who actively share experiences, ideas, viewpoints, and feedback.
- Student involvement is strong; it entails conversation, dialogue, and/or debate.
- Enrollment maximum is typically 35 students.

Laboratory (L)

- Course instruction takes place in a specialized physical setting – that is, the laboratory.
- The laboratory component complements the lecture; instruction promotes hands-on application of concepts presented during lectures.
- Enrollment maximum varies, but typically does not exceed 25.

Private Instruction (M)

- This course centers on personalized training; two common examples include music performance and flight instruction.
- Course content is consistent with prescribed learning outcomes; it is not negotiable.

Studio (A)

- Course content compels significant one-to-one student/instructor interaction; the course is very hands-on with extensive student engagement.
- This instructional method is intended for fine arts courses; possible content areas include ceramics, painting, dancing, etc.

Physical Education Activity (P)

- This course is devoted to participation in/performance of a physical activity; faculty instruction includes proper form and technique.
- The enrollment maximum varies, depending on factors such as nature of the particular sport, availability of venue and equipment, and safety considerations.

Design/Research (J)

- This course focuses on designing and conducting research; a viable and appropriate plan is developed as a collaborative effort between faculty member and student. 9
- Interaction between faculty member and student researcher is both extensive and intensive.
- This instructional method is not intended for either research methods courses (which are grounded in theory) or graduate thesis/dissertation courses.

Experiential Learning (X)

- This course entails discovery learning in a specified area or discipline; through dedicated participation, students derive personal understanding and attach particular meaning to acquired experiences.
- Focus is placed on the learning process itself, not preconceived learning outcomes; the contrast to traditional instruction presents a defining element of this method.
- Learning is inductive, student-centric, and activity-oriented. Throughout, participants critically assess the experience, draw useful conclusions, and anticipate application of such knowledge to future situations. The assigned faculty member assumes a role of mentor/coach.
- Geared toward participation-based experiences such as service learning and job shadowing.

Internship/Practicum (S)

- This field-based learning experience is monitored and supervised; examples include discipline-specific field work, student teaching, and cooperative education.
- Students acquire relevant, real-world experience; each follows a prearranged plan of study.
- Such experience may or may not be associated with payment of wages.
Enrollment is variable; it depends on factors such as availability of placements, requisite level of supervision, etc.

Independent Study (I)

- The format is individualized; content is tailored to the student(s) and particular situation.
- Enrollment varies; typically, however, section size is small (1 to 5 students).
- For each section, a suitable plan of study and meeting schedule are negotiated and established.

Thesis (T)

- A formal treatise presenting the results of study, which is submitted in partial fulfillment of the student's degree requirements.
- The faculty thesis director is a strong presence; he/she provides considerable mentoring, guiding, and directing. Members of the thesis committee engage in more limited – but still important - interaction with the student.
- Should the student not complete all thesis requirements in the current term, a transitional grade (see BOR 2:10) must be assigned.

Thesis/Research Sustaining (U)

- This 0-credit course is used to track students who are actively conducting graduate research, but not registered for credit-bearing course work during the current term.
- Enrollment allows graduate programs to retain active status.
- Caution is strongly advised; administrative oversight is imperative.