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# 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 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 administratively appointed 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 online 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. Discussions of workload will take place during the annual evaluation process. 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's Office.

### 1A. PERCENTAGE OF EFFORT

Percentage of effort is used during annual evaluations for salary policy as a part of the teaching, advising, research, and service (TARS) formula. Faculty are required to account for 30 workload units per academic year. Given 100% effort, each workload unit represents 3.33% of effort. In other words, each three-credit-hour course baseline accounts for 10% effort. To provide cohesion across the university, a baseline percentage of effort will be established for different faculty ranks.

#### Baseline Percentage of Effort by Rank

- Professorial rank faculty with 24 workload units of instruction:  
80% teaching, 5% advising, 10% research, and 5% service.
- Lecturer rank faculty with 30 workload units of instruction:  
100% teaching
- Librarian rank faculty:  
Assistant Librarian: 90% librarianship, 10% service  
Associate Librarian: 85% librarianship, 10% service, 5% research  
Full Librarian: 80% librarianship, 10% service, 10% research

- Professor of practice rank faculty and visiting faculty:  
Determined by dean and faculty based on university needs and faculty expertise

Overload assignments are beyond 100% of effort. Since those activities are already compensated, they will not be included in the percentage of effort calculation for annual review.

The baseline percentage of effort for faculty of any rank can be adjusted through discussion and agreement between the individual and their dean.

### 1B. FACULTY MEMBERS HOLDING PROFESSORIAL RANK<sup>1</sup>

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 to six workload units of instruction per academic year and the faculty member must be actively engaged in productive scholarship and service. 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 have over 30 workload units per academic year may qualify for overload pay. See Section V below for a discussion of overload compensation.

### 1C. FACULTY MEMBERS HOLDING LECTURER OR INSTRUCTOR RANK<sup>2</sup>

The standard two-term workload for faculty members who hold lecturer or instructor rank will be based primarily on instruction. Lecturers or instructors may be asked to assist the professoriate 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 and research obligations, although up to three workload units per year may be allocated as compensation for service, research, or advising obligations with agreement from their dean. 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 other obligations) may qualify for overload pay. See Section V below for a discussion of overload compensation.

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<sup>1</sup> This section applies to faculty identified as Assistant, Associate and Full Professors.

<sup>2</sup> This section applies to faculty identified as Lecturer, Senior Lecturer, and Instructor.

#### 1D. FACULTY MEMBERS HOLDING LIBRARIAN RANK<sup>2</sup>

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 the purpose of this document, will begin at 11:59 pm Friday and end at 11:59 pm 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.

#### 1E. FACULTY MEMBERS HOLDING PROFESSOR OF PRACTICE OR VISITING PROFESSOR RANKS<sup>3</sup>

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.

#### 1F. FACULTY MEMBERS HOLDING RESEARCH RANKS<sup>4</sup>

Workload for Research faculty ranks is 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 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 the census date will be used in all cases to determine final workload calculations.

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<sup>2</sup> This section applies to faculty identified as Assistant, Associate, or Full Librarians.

<sup>3</sup> This section applies to faculty identified as Assistant, Associate or Full Professor of Practice Rank.

<sup>4</sup> This section applies to faculty identified as Assistant Research, Associate Research, or Full Research Faculty.

## IIA. EQUATED WORKLOAD CALCULATION FACTORS

1. Science laboratories (Instructional Method L): For on-campus laboratory sections, 1 credit hour equals 2 workload units. Online laboratory sections will be allotted 1 workload unit.
2. Private Instruction (Instructional Methods M):  $(.33) \times (\text{semester credit hour}) \times (\text{number of students enrolled})$  equals workload units.
3. On-campus Studio (Instructional Methods A): 3 credit hours equal 4 workload units.
4. Online Studio (Instructional Methods A): 3 credit hours equal 3 workload units.
5. Independent Study Courses (Instructional Method I – courses in the x91 series): Per BOR Policy, independent study courses do not factor into the calculation of workload.
6. 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: 0.5 workload units for the dissertation chair per student per traditional academic term (fall, spring). Maximum of 6 students per semester.
    - ii. Committee membership is considered part of the faculty member's formal research or service workload.
7. Graduate Courses at the 700-level and above:  $(1.33) \times (\text{semester credit hours of the course})$  equals equated workload unit.
8. Supervision of student teaching:
  - a. For all student teaching supervision: 1 student = .67 workload unit.
  - b. Level III: The first course per semester is 1 credit = 1.125 workload units for a maximum of 4 students. Subsequent course(s) 1 credit = 1 workload unit.
9. Cross-listing of sections with the same prefix:
  - 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 have insufficient enrollment to meet the minimum course enrollment of 10 students.
  - c. When one section has insufficient enrollment to meet the minimum threshold of 10 students, one additional workload unit will be added. (e.g. For a 3-credit 300-level cross-listed course with 7 and 15 students, the faculty member will receive 4 workload units.
  - d. When both sections have insufficient enrollment to meet the minimum threshold of 10 students, they will be given the standard workload for the course type. (e.g. For a 3-credit cross-listed 300-level course with 4 and 8 students, the faculty member will receive 3 workload units.)
10. 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.
11. Cross-listing of undergraduate and graduate sections (400/500):
  - a. Cross-listing, in this case, refers to an undergraduate section and a graduate section with the same prefix.

- b. The majority of the classroom (in person and/or online) experiences are expected to be the same for the cross-listed sections, however, faculty must ensure that graduate students have more advanced work than undergraduate students and this must be clearly communicated to graduate students.
  - c. Faculty must ensure that the learning outcomes, assignments, and expectations of graduate students are clearly differentiated from those of undergraduate students, and this must be clearly stated in the syllabus.
  - d. One additional workload unit will be added if 400/500 level classes are cross-listed.
  - e. If the cross listed 400/500 level classes also fall under the criteria for cross-listing of sections with the same prefix, two additional workload units will be added.
  - f. Cross-listing will occur only when one of the sections has insufficient enrollment to satisfy the standard expectations for minimum enrollment set by the administration at the beginning of the academic year. Otherwise, the cross-listed sections are considered to be separate and distinct for workload calculations.
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, 10 students in the 500-600 level, and 10 students in the 700-800 level.
  - b. Sections covered under 2, 6, and 8 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 – 600 level:  $(\# \text{ of students enrolled}) \times (.10) \times (\# \text{ semester credit hours})$
    - ii. Courses in 700-800 level:  $(\# \text{ of students enrolled}) \times (.10) \times (\# \text{ semester credit hours}) \times (1.33)$
    - iii. Sections falling under 3 and 4 above  $(\# \text{ of students enrolled}) \times (.1) \times (\text{equated workload units})$
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 will generally not exceed an assignment as primary adviser of more than 35 students for faculty with 5% effort for advising. 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 document. 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 email 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 email response times that consider students' need for information and reassurance as assignment deadlines draw near.

When faculty are temporarily unable to meet their email 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 also 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.

Faculty members who hold lecturer or instructor rank are not normally subject to service expectations except in the case where they are assigned service obligations and are eligible for 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.

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

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 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 to the faculty member's paycheck during the February-May pay periods.

## SECTION VIII: MAXIMUM COMPENSATION

DSU Policy 6.2 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 formula of  $(0.10) \times (\text{semester credit hours of the course}) \times (\text{number of students enrolled})$ . Dissertation chairs will be compensated at 0.1% of salary per student enrolled in dissertation hours.

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 the 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.