

**THE UNIVERSITY OF TEXAS AT EL PASO
COLLEGE OF HEALTH SCIENCES
DOCTOR OF PHYSICAL THERAPY PROGRAM**

PROGRAM WORKLOAD STANDARDS

These Program Workload Standards are based on The University of Texas at El Paso's (UTEP) Handbook of Operating Procedures 4.3.3 Academic Workload Policy Requirement and UTEP College of Health Sciences (CHS) Faculty Workload Policy. These standards aim to reflect the Mission and Vision and the specific academic needs of the Doctor of Physical Therapy (DPT) Program at UTEP, as established on the UTEP Handbook of Operating Procedures 4.3.3.2.3.

1. DEFINITIONS

- a. Faculty:** The UTEP DPT Program can have any of the academic titles described on UTEP's Handbook of Operating Procedures 4.1.2. However, Tenured and Tenure-Track Faculty, Clinical Track Faculty (non-tenure track), and Adjunct Faculty are the most frequent.
Workload: According to the UTEP Handbook of Operating Procedures 4.3.3.2.2, a full-time workload represents 15 semester credit hours (SCH) of organized undergraduate courses without significant service responsibilities.
- b. Workload Distribution:** Represents the percentage of the time performing academic work such as Teaching, Research, and Service. It is represented with a 3-number series that reflects each academic work in the previously described order (e.g. 30-50-20 is 30% Teaching, 50% Research, and 20% Service).
- c. Typical Workload Distribution:** Depends on the type of Faculty.
 - i. Tenured and Tenure-Track Faculty: 40-40-20
 - ii. Clinical Track : 70-10-20
 - iii. Adjunct: 100-0-0
- d. Deviation from typical workload distribution:** will answer program needs and will be applied as teaching releases (see 3.a and 3.b).

2. DPT PROGRAM WORKLOAD STANDARDS

- a. Workload distribution**
 - i. Tenured and Tenure-Track Faculty:
 - 1. Teaching: 10-40% (Assistant/Associate); 20-70% (Full)
 - 2. Research: 40-80% (Assistant/Associate); 20-70% (Full)
 - 3. Service: 10-40% (Assistant/Associate); 10-60% (Full)
 - ii. Clinical Track:
 - 1. Teaching: 40-80% (Assistant/Associate); 20-80% (Full)
 - 2. Research: 10-50% (Assistant/Associate); 10-60% (Full)
 - 3. Service: 10-50% (Assistant/Associate); 10-60% (Full)
 - iii. Adjunct:
 - 1. Teaching: 100%
 - iv. Others: Workload distribution will be determined according to the main purpose of the appointment (e.g. a Research Faculty will have more research time and a Faculty of Practice will have more teaching or service). In addition,

DPT faculty workload will align with CHS faculty categories based on scholarly activity and teaching load:

1. High level of scholarly activity (1.5 – 6 SCH per semester)
2. Moderate levels of scholarly activity (6 – 9 SCH per semester)
3. Low levels of scholarly activity (9 – 15 SCH per semester)
4. No research expectation (15 SCH per semester)

b. Appointments and Workload

- i. All Faculty will be appointed with the typical workload distribution.
- ii. A typical workload distribution can be modified according to the program needs.
- iii. The new workload distribution will be assigned by the Program Director, in consultation with the DPT curriculum and research committees.
- iv. The Program Director, after approval by the Dean, will communicate the new workload distribution in writing to the individual faculty and the Dean's office.
- v. Approved new workload distribution will apply until the program needs change and a new workload distribution is discussed and approved.

c. Credit equivalences

- i. Lectures: 1 hour classroom= 1 SCH
- ii. Labs: 1-hour lab=0.8 SCH
- iii. Seminar: 1 group/semester=1 SCH (max 2 SCH per semester if 2 or more groups)
- iv. Clinical Education course credit is $SCH * 0.04 * n$ of students

3. TEACHING RELEASES

- a. **Academic release:** According to accreditation standards, the DPT Program has 2 types of academic release.
 - i. Program Director: Will have 12 SCH of teaching release per year (4 SCH per semester or 30% of the annual workload), which will be considered as Administrative duties.
 - ii. Admissions Committee Chair: Will have 6 SCH of teaching release per year (2 SCH per semester or 15% of the annual workload), which will be considered as Service time.
- b. **Ad-hoc releases:** Special releases could be assigned to faculty considering the needs and budget of the DPT Program. These teaching releases will have starting and ending dates, which will be agreed between the Program Director and the individual faculty, and consultation with the research and/or curriculum committee. These releases may be taken from teaching or service workload with approval by the Dean. Some examples of ad-hoc releases are:
 - i. Research: New Tenured and Tenure Track faculty can have up to 12 SCH of teaching/service release during the first year (4 SCH per semester or 30% of the annual workload), which will be considered as Research time.
 - ii. Buy out: If an awarded faculty's teaching/service time is bought out by a grant or contract, this time will be considered as Research time.
 - iii. Administrative: Faculty could be assigned administrative duties (e.g. Associate Program Director) with up to 6 SCH of teaching/service release per year (2 SCH per semester or 15% of the annual workload), which will be considered as Service time.

- iv. New programs: For the development and administration of new programs (e.g. clinical residencies), faculty will have up to 12 SCH of teaching/service release per year (4 SCH per semester or 30% of the annual workload), which will be considered as Service time.
- v. Others: For any other academic, administrative, or development needs, faculty could have up to 12 SCH of teaching/service release per year (4 SCH per semester or 30% of the annual workload), which will be considered as Service time.

APPROVED BY DPT FACULTY in SEPTEMBER 12TH, 2019 (9-0-0)

APPROVED BY CHS COMMITTEE in OCTOBER 3RD, 2019 (6-0-3)