

The University of Texas at El Paso
School of Nursing
Academic Workload Policy

The following document is in alignment with the University of Texas System Rules and Regulations of the Board of Regents – Rule:31006: Faculty Workload and Reporting Requirements, and, The University of Texas at El Paso, Handbook of Operating Procedures. Chapter 4: Academic Policies and Faculty Personnel Matters.

Guiding Principles

School of Nursing faculty activities are distinctive and contribute value to the overall mission of the School of Nursing and The University of Texas at El Paso. The School of Nursing is receptive and responsive to the academic community, the profession of nursing, those under our care and the larger community of interest. We recognize that academic workloads for nursing faculty include research/scholarship/creative works, teaching, clinical practice, and service. The proportion of time and effort that individual School of Nursing faculty devotes to research/scholarship, teaching, clinical practice and service at any particular time need not be the same, and can be individualized accordingly depending on the operational needs of the School of Nursing.

Our guidelines are intended to be flexible and negotiable. The purpose of this policy is to delineate general workload criteria for the School of Nursing. The policy provides balance in instructional workload and competing expectations while offering opportunities to pursue distinction within the discipline as well as in the larger scientific community.

Faculty categories include tenured/tenure-track, non-tenure track (clinical faculty), and part-time clinical faculty. Opportunities for outcome-based negotiated work assignments are developed on an individual basis with the Dean, in collaboration with the appropriate Associate Dean.

After initial approval, any/all subsequent changes to this document will require approval by both the School of Nursing faculty and administration.

Accreditation Requirements

All School of Nursing faculty are held accountable for teaching and non-teaching activities (research/scholarship, practice, service) as per the requirements of our accrediting bodies, i.e., the Commission on Collegiate Nursing Education (CCNE) and the National Task Force on Quality Nurse Practitioner Education (NTF). These requirements apply to all full-time nursing faculty, regardless of tenure or clinical track.

Non-teaching activities include:

1. Faculty Governance (CCNE Standard I, Key Element I.E).

- This requirement is met through SON faculty participation in committees at both school and university levels.
2. Curriculum Evaluation and Revision (CCNE Standard I, Key Element I.E, NTF Criteria III.A).
 - All curricula are evaluated by faculty on an ongoing basis and through periodic full curriculum review processes. These curricular evaluation activities involve all members of the faculty (as per the appropriate level) regardless of appointment to either tenure or non-tenure clinical track status.
 3. Maintenance of academic and experiential expertise, currency, and competence in the area(s) in which faculty are qualified to teach. Engagement in scholarship, service, and practice in addition to teaching (CCNE Standard I, CCNE Standard II, Key Element II.E and II.G, NTF Criteria I.B, I.C, V.A.3 and V.B) is an expectation.
 - Clinical expertise, currency, and competency are maintained by all faculty through continuing education activities, scholarly activities, and/or clinical practice activities as required to maintain state licensure and national certification.
 - RN licensure is required for all faculty and national certification is required for APRN faculty as a minimum criterion for employment as nursing faculty.

Policy Goals

1. To establish an instructional workload policy that will support and enhance the School of Nursing mission, and is in accordance with the mission of The University of Texas at El Paso.
2. To ensure that students will continue to be provided with the highest quality educational opportunities.
3. To facilitate the pursuit of activities and opportunities for faculty that will enhance their scholastic productivity, resulting in the further development of The University of Texas at El Paso and the School of Nursing as outstanding academic organizations.

Faculty Categories (Titles)

1. Tenured and Tenure-track faculty
 - a. Professor
 - b. Associate Professor
 - c. Assistant Professor
2. Full-time non-Tenure-track faculty (Clinical faculty)
 - a. Clinical Professor
 - b. Clinical Associate Professor
 - c. Clinical Assistant Professor
 - d. Clinical Instructor

3. Part-time Clinical faculty

I. Responsibilities of All Faculty

Teaching

The usual workload percentage allocations are as follows: Tenured/tenure track 40/40/20 (teaching/research/service); Clinical faculty 80/10/10 (teaching/research-scholarship/service). These percentage allocations may vary according to departmental and individual needs.

The expected teaching load for regular, full-time tenured/tenure-track faculty with a 100% appointment is the equivalent of 18 semester credit hours (SCH) per 9-month academic year. For non-tenure-track/clinical faculty with a 100% appointment the expected teaching load is not to exceed 30 SCH per 9-month academic year. We understand that under certain conditions, such as institutional or professional needs or demands, these assignments may be modified at the discretion of the Dean in consultation with the appropriate Associate Dean.

For purposes of this document, face-to-face, online and hybrid courses are considered equivalent. Evaluation of teaching credits based on any future technological innovations in teaching will be guided by the principles in this document.

Annual merit evaluations will be used to evaluate teaching.

Service

Each member of the faculty is expected to serve, as appropriate: the School of Nursing, The University of Texas at El Paso, the state of Texas and the Nation. The broader intellectual, scientific, healthcare, and/or social communities are also served based on each individual faculty member's talents and abilities. General intramural service obligations include, but are not limited to, participation in faculty governance and demonstrated leadership and active participation in the development and effective conduct of the academic program.

With prior approval of the Dean of the School of Nursing, a faculty member who undertakes an extraordinary service role may receive a workload reduction. (For example, president of a national professional organization, Chair of a national committee, appointment to a Directorship position in the School of Nursing, etc.) If teaching or research release is granted, the faculty member's workload percentages will be adjusted accordingly.

Annual merit reviews will be used to evaluate service.

Practice

All faculty are expected to maintain currency in the areas in which they teach. For Nurse Practitioner faculty, this generally requires the maintenance of clinical practice with a specified minimum number of clinical practice hours per year. For other faculty this may require

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practicing in non-faculty roles in their area of clinical or educational expertise in order to maintain currency in new procedures, medications, and treatments.

II. Full time Tenure Track/Tenured Faculty

Research

The production of original scholarship and publications in scholarly journals, monographs and books; presentations at professional meetings, and/or other demonstrations of scholarship, is an expectation. For funded research, workload credit can be granted depending on the complexity and the type of grant, and the research role of the faculty member.

To promote and maintain high productivity additional support may be negotiated to enable faculty who are not yet funded to prepare research grant proposals; to enable newly appointed faculty with funded research projects to establish and operationalize their research; and to enable previously funded researchers to disseminate findings of completed research and/or to develop new or continuation grant proposals. Faculty may re-negotiate their teaching and service workload percentages based on research productivity, and with approval of the Dean and the appropriate Associate Dean.

Tenure/Tenure track faculty with low productivity will teach a minimum of 18 SCH per academic year or more. A tenure/tenure track faculty member with a continuing record of low productivity cannot expect to receive tenure, nor can a tenured associate professor with a similar record anticipate promotion to full professor.

Annual merit reviews will be used to evaluate research productivity. Research productivity will be judged based on the average of the research record of the previous 3 years to account for the typical year-to-year variation in output of papers, grants, etc.

Support as described above is negotiated with the Dean in consultation with the appropriate Associate Dean

III. Full-time Non-Tenure/Clinical Faculty

Scholarship

While conducting research is not generally an expectation of clinical faculty, engaging in scholarly activity is. Scholarship may include (but is not limited to) completing continuing education activities, seeking and maintaining professional certifications, presenting at local, regional, state, and national professional conferences, attending professional meetings, seeking external funding for program development or special activities, publishing in professional journals and/or magazines, and partnering with tenured/tenure track faculty engaged in research. Clinical faculty (non-tenure track) who engage in clinical scholarship and/or research activities independently or through such partnerships and collaborations can negotiate workload adjustments with the Dean's approval.

Annual merit reviews will be used to evaluate scholarship.

IV. Part-time Faculty

Part-time faculty are hired by the School of Nursing on a course-by-course basis and paid only for the course(s) for which they are hired. Part-time faculty may include instructors for clinical course sections and/or didactic courses. Payment for part-time faculty is based on the course hours and the credentials of the part-time faculty member. Part-time faculty may be prepared at the BSN, MSN, DNP, or PhD levels.

V. Modifying Conditions

1. When more than one teacher participates in the instruction of a single course, the credit is proportioned according to the division of responsibilities agreed upon.
2. Undergraduate course managers who coordinate multiple clinical sections of a single course are assigned between two and three semester hours of workload credit depending on the number of clinical groups.
3. One semester credit hour of graduate instruction will be considered the equivalent of one and one-half SCH of undergraduate instruction.
4. Undergraduate Clinical instruction: One and one-half contact hours of instruction of regularly scheduled clinical instruction for each week of a semester will be considered the equivalent of one semester credit hour of didactic instruction, e.g. 3 SCH of didactic instruction = 45 clock hours; 6 SCH of clinical instruction = 135 clock hours. For courses with clinical preceptors, the formula is $SCH \times enrollment \times 0.1$ (within the required preceptor-student ratio).
5. Graduate Clinical Practicum: For graduate courses with clinical preceptors, the formula will be $SCH \times enrollment \times 0.083$.
6. Independent study: For independent study courses the formula will be $SCH \times enrollment \times weight\ factor$ (the WF is 0.1 for undergraduate courses and 0.2 for graduate courses)
7. Thesis or Dissertation Supervision: Only the chairperson of the thesis or dissertation committee may receive credit hours for thesis at the rate of $0.167 \times SCH$, and for dissertation at the rate of $(0.333 \times SCH)$. Any faculty participating as Chair in a thesis or dissertation committee outside of the School of Nursing is responsible for notifying the appropriate Associate Dean in order for credit to be factored into their workload
8. Large Classes: Workload credit may be proportionately increased for teaching a large class that requires extensive grading or evaluation of students' work by the faculty member according to the following weighing factors:

Class Size	Weighing Factor
59 or less	1.0
60-69	1.1
70-79	1.2
80-89	1.3
90-99	1.4
100-124	1.5
125-149	1.6
150-174	1.7
175-199	1.8
200-249	1.9
250 or more	2.0

9. Insufficient Enrollment: A reduced workload may be granted temporarily if assigned classes do not materialize because of insufficient enrollment and when additional classes or other academic duties cannot be efficiently assigned to the faculty member. This exception may be granted for no more than two consecutive long-term semesters for any faculty member.
10. Workload credit may be granted to a faculty member involved in the creation of a new course, new course format, or new course materials with approval of the Dean.
11. Faculty teaching activities in another department at UTEP (outside of the School of Nursing) require prior approval of the Dean and will count toward the workload. Faculty teaching activities outside of UTEP fall under the Outside Employment Policy, and will not count toward the workload.
12. Administrative Assignments such as Associate Deans, Assistant Deans, Program Directors, special projects coordinators, etc. will be allocated workload credit for administrative responsibilities as approved by the Dean.
13. New Faculty Members: At the recommendation of the appropriate Associate Dean and upon approval of the Dean, up to three semester hours of workload credit for each of two semesters may be given to a newly-appointed tenure-track faculty member during the first year of employment for the purpose of developing instructional materials for the courses they will teach.

References -- Source materials for this document include the following.

University of Delaware – School of Nursing. (2011). Faculty Workload Policy. Accessible at <https://cpb-us-w2.wpmucdn.com/sites.udel.edu/dist/9/2591/files/2014/12/Nursing-SON-workload-6-11-20xrs2k.pdf>

University of Iowa, College of Nursing. (n.d.). Faculty Teaching Workload Guidelines. Accessible at <https://opmanual.nursing.uiowa.edu/sites/opmanual.nursing.uiowa.edu/files/documents/Faculty%20Teaching%20Workload%20Guidelines.pdf>

University of Texas System. (n.d.) Rules and Regulations of the Board of Regents – Rule:31006: Faculty Workload and Reporting Requirements. Accessible at <https://www.utsystem.edu/board-of-regents/rules/31006-faculty-workload-and-reporting-requirements>

The University of Texas at El Paso, Handbook of Operating Procedures. (n.d.). Chapter 4: Academic Policies and Faculty Personnel Matters. Accessible at <https://www.utep.edu/vpba/hoop/section-3/academic-policies-and-faculty-personnel-matter.html>