# **Cheyney University Policy Number AA-2010-1068**

# **Policy on Faculty Workload and Workload Equivalents**

**Approved by:** President's Cabinet/ Academic Affairs Council

**History:** Revised -- 2-17-2009

Additional History – n/a

**Related Policies:** See ABSCUF Collective Bargaining Agreement

Additional References: n/a

# **ACADEMIC FACULTY**

## **Teaching Faculty**

#### **Workload Hours**

For all Academic Faculty Members, the full workload for the academic year shall not exceed twenty-four (24) workload hours (with twelve (12) workload hours as standard for a term). In no event shall more than fifteen (15) workload hours be assigned in any one (1) academic term unless overload as provided for in this Agreement is paid. Laboratories, studios, clinics, and field and activity courses shall be equated on the basis of three (3) contact hours being equal to two (2) workload hours for that period of time which is actually spent in such work. Where such types of courses also include lecture hours, each hour of scheduled lecture is to be considered a workload hour. However, each contact hour in laboratories in chemistry, biology, physics, allied health science and earth science shall be assigned one (1) workload hour.

#### **Preparations**

No more than three (3) preparations per academic term shall be assigned unless such additional preparations are compensated in accordance with the formula contained in Article 25, Section B of the CBA. Preparations shall be defined and assigned in accordance with the definition of preparation contained in Article 25, Section B. However, where an overload course(s) is assigned in accordance with subsection 1.a. above, the additional courses(s) assigned may carry an additional preparation(s).

## Office Hours

Teaching FACULTY MEMBERS shall maintain a minimum of five (5) office hours per week on no fewer than three (3) different days at such times as will accommodate the needs of the students. The schedule of office hours for each FACULTY MEMBER shall be posted in such manner so as to be easily observed by the students.

## **Graduate Teaching**

A faculty member who teaches graduate courses shall have the following considered a maximum full workload in any academic term beyond which overload shall be paid: Nine (9) workload hours if only graduate courses are taught; or Twelve (12) workload hours for any combination of graduate and undergraduate courses involving less than nine (9) workload hours of graduate courses.

Supervision of three (3) Master's theses or one (1) Doctoral dissertation shall be equated with one (1) graduate workload hour. Graduate workload for such supervision shall be cumulative until it reaches three (3) graduate workload hours and then it shall be counted toward the FACULTY MEMBER'S workload. However, if the three (3) workload hours are not accumulated within two (2) years, the FACULTY MEMBER shall be granted the workload equivalent or the compensation for the workload hours which he/she has earned within that period.

## Internships/Cooperative Education

A University supervisor of student interns or cooperative education students shall supervise a maximum of seventy-two (72) students during a year. When an academic faculty member carries a mixed load of teaching and supervision of student interns/cooperative education students, the academic faculty member's workload shall be calculated on the basis of each student intern/cooperative education student being equivalent to one-third (1/3) of a workload hour. No workload hour equivalent shall be granted unless the internship program/cooperative education program has been approved by the Curriculum Committee and the President.

## **Supervisors of Student Teachers**

A University supervisor of student teachers shall supervise up to a maximum of forty (40) student teachers during a two (2) semester academic year, and be responsible for practicum, where applicable. The maximum shall not exceed twenty (20) student teachers during any one (1) semester of the academic year. In making an actual assignment, the President or his/her designee shall, in consultation with the student teacher supervisors, take into consideration the number of schools involved and the distances required to be traveled from one school to another by the student teacher supervisor.

A student teacher supervisor's actual schedule of days to be worked during the academic year shall be determined by the President or his/her designee. It is contemplated that such days shall not necessarily be limited by the University calendar, but rather, the President shall take into consideration the needs of student teachers being supervised and of the school district(s) involved. Workload for student teacher supervisors when carrying a mixed load of teaching and supervision of student teachers shall be calculated on the basis that each student teacher assigned shall be equivalent to .600000 workload hour.

Faculty members assigned full-time to supervision of student teachers shall be available for office consultations for five (5) hours per week. The place of the office consultation may be the school where the student is assigned, provided that this arrangement is approved by the appropriate Dean prior to each academic semester assignment.

A student teacher supervisor shall be provided with a vehicle when available in accordance with STATE SYSTEM/UNIVERSITIES regulations. When a STATE SYSTEM/University vehicle is not available, he/she must use his/her own vehicle, and he/she shall be reimbursed pursuant to Article 32, TRAVEL EXPENSES.

A student teacher supervisor who is customarily and regularly required by the STATE SYSTEM/University to travel fifteen (15) miles or more from his/her regular campus or work site, and whose work assignment requires that he/she remain away/there from during his/her normal lunch period, shall be reimbursed for actual out-of-pocket lunch expenses not to exceed, including sales tax, two dollars and thirty-five cents (\$2.35).

# **Library Faculty**

Subject to the provisions hereof, all members of the professional library staff shall enjoy full faculty status with all the rights, privileges and responsibilities pertaining thereto. For administrative purposes, the professional librarians shall constitute a department.

Library faculty in the performance of their duties shall be scheduled for no more than thirty-five (35) hours per week, and Library faculty also shall be expected, as are other faculty members, to assume committee assignments and other campus responsibilities. A Library faculty member's schedule shall be based on library needs as determined by the President or his/her designee in consultation with members of the Library faculty.

APSCUF shall conduct an election among all of the members of the Library faculty to designate a chairperson who shall act in a representational role for the department. The chairperson shall reflect the view of the members of the Library faculty in their consultations with the President or his/her designee on matters of appointment of faculty, renewal and non-renewal of faculty, faculty development and evaluation, promotion, tenure and Library faculty member's schedules.

The library Department Chairperson shall receive a stipend in accordance with the following schedule:

DEPARTMENT SIZE	STIPEND
1-5	\$500.00
6-10	\$700.00
11-15	\$900.00
16-20	\$1,200.00
21-25	\$1,400.00
26 or more	\$1,600.00

This chairperson shall not be subject to provisions of the CBA Article 6, Sections B.1.a., C., and D.

Academic Faculty Members whose basic responsibilities lie outside of the classroom setting shall have their weekly workload equated to the workload hour provisions of Section A.1.a. of CBA Article 23. Any teaching performed by these faculty members shall be prorated on that basis and they shall be paid

overload in accordance with CBA Article 25, OVERLOAD, or their non-classroom responsibilities shall be proportionately reduced.

## **Administrative Faculty**

Administrative faculty who are on academic-year contracts shall not have to be present on campus during periods when the UNIVERSITIES are not in session unless they have specific assigned professional responsibilities. The assignment of such responsibilities shall be based on the needs of the University as determined by the President or his/her designee in consultation with the administrative faculty members.

The President shall make appropriate workload reduction for those administrative faculty members who are assigned to teach a course in accordance with CBA Article 7, PERFORMANCE OF BARGAINING UNIT WORK. Administrative faculty members may also be assigned overload pursuant to Article 23, Section C. and Article 25, Section A., for teaching courses outside of their regularly scheduled work day. Administrative faculty members in this unit shall not be subject to any workload or overtime compensation provisions contained in this Agreement, except as provided in the last sentence of Section B.2. above.

### Mixed Workloads

The workload for faculty who perform mixed work assignments shall be calculated on a proportional basis, using the appropriate workload definitions for the type of work performed. Any workload equivalents granted in this Agreement will be equated to workload hours for load purposes.

### Coaching and Athletic Administration

The minimum workload equivalents to be granted for coaching intercollegiate sports and athletic administration are listed below as total workload hours for the academic year. These workload hours may be assigned in any proportions during the academic year.

## Minimum Workload Hours For Academic Year

Basketball Head Coach Assistant Coach(es)	9 6
Cross-Country Head Coach Assistant Coach(es)	3
Football  Head Coach  Assistant Coach(es)	9

**Tennis** 

Head Coach Assistant Coach(es)	3
Track - Winter Head Coach Assistant Coach(es)	3
Track - Spring Head Coach Assistant Coach(es)	6 3
Volleyball Head Coach Assistant Coach(es)	3
Any Other Intercollegiate Sports Head Coach	3
Trainer Head Trainer Assistant Trainer(s)	12 6

For the purpose of the exhibit in subsection 1. above, an intercollegiate sport is defined as a sport that is recognized by the University President as having varsity or junior varsity status and whose teams engage in competition with similar teams at other institutions.

As of fall 1985, the existing workload equivalents of the Athletic Director and the Assistant/Associate Director(s) of Athletics at the various UNIVERSITIES shall be considered minimums, but the President or his/her designee at each University shall have the right to increase these workload equivalents pursuant to Section I of this Article.

Should the President or his/her designee decide, based on comparability of sport, and/or based on the existence of an inequitable opportunity for participation in the intercollegiate sport program, as defined by the Title IX Implementing Regulations, that there is a need for an assistant coach in any intercollegiate sport sponsored by the University, he/she shall assign an Assistant Coach to the sport and the Assistant Coach shall receive a workload equivalent of at least three (3) workload hours, which may be assigned in any proportions during the academic year.

### **Directing Music Activities**

In developing a plan for granting workload equivalents for directing music activities, a distinction is to be made between a music school in which a given activity is part of the regular instructional program in the music curriculum, and a non-music school in which the activity is actually extracurricular or outside the curriculum.

If the activity is recognized as part of the regular curriculum, the director shall be granted workload

equivalents under the plan adopted for determining teaching workloads for classroom or laboratory instruction.

If a music activity is actually extracurricular, the following workload equivalents shall be granted:

	Minimum	Minimum Per Contact Hour	
	Yearly Allowance	For Average Weekly Assignment	
Band - Concert or			
Marching	25%	6 1/4%	
Assistant Band			
Director	12 1/2%	3 1/8%	
Orchestra	25%	6 1/4%	
Ensembles and Smaller			
Instrumental Groups	12 1/2%	3 1/8%	
Choir or Chorus	25%	6 1/4%	
Smaller Vocal Groups	12 1/2%	3 1/8%	

Directing and/ or Advising Forensics, Dramatics and Journalism:

	Minimum
Minimum Yearly Allowance	Per Contact Hour For Average Weekly
	25% 12 1/2%
	Yearly Allowance 25%

With respect to sections above, the President or his/her designee shall determine the amount of time to be spent on the activity by the FACULTY MEMBER each week, and the faculty member shall have the right to choose between the workload equivalent alternatives. Instead of offering a workload equivalent to the faculty member for any of the above, the President or his/her designee shall have the right, in consultation with the faculty member and APSCUF, to assign the work on an overload basis. The President or his/her designee shall have the right to increase, in writing, the workload equivalents listed in Sections D., E., and F. These increases shall be presented for informational purposes at local meet and discuss.

Workload equivalents not identified in the CBA may be granted, in writing, by the President of the

University and shall be presented for informational purposes at local meet and discuss. Such workload equivalents will be equated to workload hours for load purposes. The acceptance of such assignments shall be voluntary.

### Calendar

If a calendar system other than the two (2) academic term systems of fifteen (15) teaching weeks each is established by appropriate means during the term of this Agreement, a mathematical equivalent shall be established for the above workload requirement.

The State President and the Vice-President of APSCUF shall each receive up to a 100% workload reduction. APSCUF shall reimburse the STATE SYSTEM/UNIVERSITIES for all salary, benefits and related costs arising from this arrangement. The local President of APSCUF shall receive a minimum of a 25% workload equivalency per semester. Existing workload equivalencies in excess of 25% shall not be reduced under this contract. The parties shall Meet and Discuss during the term of the current CBA at the state level aspects of this Article that are of mutual interest.