

## College of Health and Human Services (CHHS) Workload Policy

April 14, 2015

<b>CHHS Workload Policy</b>	
<b>CHHS Standard Workload for Faculty</b>	<p>The "Standard Workload" for 9-month faculty is 24 equated hours across an academic year (Fall and Spring semesters) as defined in the Missouri State University Faculty Workload Policy for Springfield and Mountain Grove Campuses (Op3.33-2). The conceptual framework for this standard workload is a total workload of 30 equated hours with six equated hours being allocated for maintaining currency in one's field, advising duties, and normal department, college, university, professional, and community service activities.</p> <p>The "Standard Workload" for 12-month faculty is 32 equated hours across a year (Fall, Spring, and Summer). The conceptual framework for this standard workload is a total workload of 40 equated hours with eight equated hours being allocated for maintaining currency in one's field, advising duties, and normal department, college, university, professional, and community service activities.</p> <p>Determinations of research-active status for tenured/tenure-track faculty will be made based on the criteria described below by the department head and approved by the dean, taking into account the faculty member's record of activity and productivity.</p> <p>Qualifying for reassigned time for research does not guarantee a faculty member's satisfaction of reappointment, promotion, or tenure requirements.</p> <p>Granting of reassigned time for research is dependent on the justification provided by the faculty member, as well as such factors as departmental teaching needs and financial ability to pay for replacement per course faculty.</p> <p>With appropriate justification, faculty may receive reassigned time for other eligible activities including administrative duties, additional advisement, or extraordinary service activities upon recommendation by the department head and approval by the CHHS dean annually.</p>
<b>Tenure-Track (Probationary) Faculty</b>	<p>Tenure-Track Probationary Faculty with 9-month appointments will receive six equated hours of reassigned time for research per year. Faculty with 12-month appointments will receive eight equated hours of reassigned time for research per year.</p> <p>Tenure-Track Probationary Faculty are expected to demonstrate satisfactory progress toward meeting research criteria defined in departmental reappointment, tenure, and promotion plans during the annual review.</p>
<b>Tenured Research Active Level 1</b>	<p>Faculty with 9-month appointments who produce at least one KPI-recognized research product (refereed journal article; peer-reviewed book; book chapter; performance) within a three year period and demonstrate in the annual review ongoing research productivity (presenting research at a peer-reviewed or invited disciplinary conference; submitting an external grant proposal; managing an external grant; producing a KPI-recognized research product; or equivalent activity approved by their department head) will receive six equated hours of reassigned time for research per year. Faculty with 12-month appointments will receive eight equated hours of reassigned time for research per year.</p>
<b>Tenured Research Active Level 2</b>	<p>Faculty with 9-month appointments who do not meet the requirements for Level 1 Research Active by producing a KPI-recognized product during the previous three years, but who demonstrate ongoing research productivity and dissemination in the annual review (presenting research at a peer-reviewed or invited disciplinary conference; submitting an external grant proposal; managing an external grant; or publishing a technical report, computer software, media or equivalent activity approved by their department head) will receive three equated hours of reassigned time for research during the next academic year. Faculty with 12-month appointments will receive four equated hours of reassigned time for research during the next year.</p>

<b>Tenured Non-Research Active Faculty</b>	Faculty who do not demonstrate Level 1 or Level 2 research activity during the annual review will not receive reassigned time for research the following year. Faculty with 9-month appointments will be assigned a Standard Workload of 24 equated hours across an academic year, and faculty with 12-month appointments will be assigned a Standard Workload of 32 equated hours across the year.
<b>Instructors and Senior Instructors</b>	Instructors on 9-month appointments have a service component and will be assigned a Standard Workload of 24 equated hours across an academic year. Instructors on 12-month appointments have a service component and will be assigned a Standard Workload of 32 equated hours across a year.
<b>Clinical Faculty</b>	<p>Clinical faculty on 9-month appointments will be assigned a Standard Workload of 24 equated hours per academic year. Clinical faculty on 12-month appointments will be assigned a Standard Workload of 32 equated hours per year.</p> <p>Some Clinical Faculty positions may include eligibility for reassigned time for research. If research eligibility is specified in their appointment letter and approved by the department head and dean, Clinical Faculty who demonstrate in the annual review ongoing clinical research productivity and dissemination of their research (presenting research at a peer-reviewed or invited disciplinary conference; submitting an external grant proposal; managing an external grant; publishing a peer-reviewed article; or publishing a technical report, computer software, media, or equivalent activity approved by their department head) will receive up to three equated hours (if on a 9-month appointment) or up to four equated hours (if on a 12-month appointment) of reassigned time for research per year.</p>
<b>Practitioner-in-Residence</b>	Practitioners-in-Residence on 9-month appointments have a service component and will be assigned a Standard Workload of 24 equated hours per academic year. Practitioners-in-Residence on 12-month appointments have a service component and will be assigned a Standard Workload of 32 equated hours per year.
<b>CHHS Faculty Overload Policy</b>	Department Heads are expected to plan workloads that comply with applicable University, College and Departmental policies. Overloads may be requested only for unforeseen circumstances and with approval of the College dean. Faculty members who are requested to teach overload course assignments have the right to refuse such assignments. Overload is determined by evaluating the workload assigned to a faculty member in relation to the standard workload as configured for that faculty member. Overload compensation is based on 2.5% of the faculty member's 9-month salary per equated hour for a course that meets the minimum enrollment level. (When applicable, a 12-month salary will be converted to a 9-month salary by dividing the 12-month salary by 11 and multiplying by 9.)