
Policy Name: Faculty Workload
Policy Number: ACA 1.01
Title of Policy Owner: Campus Director & Dean of Academic Affairs - SOMI
Policy Type: RHEI/Shared Services BSMCON SCHS SOMI
Approved by: RHEI Leadership Team
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Version: 3.0
Policy Status: Approved

I. Policy

SOMI Faculty Workload Policy

II. Purpose

The purpose of the faculty workload policy is to define faculty responsibilities and work expectations. Workload calculation calculates teaching requirements and specific types of work-related service. Full time faculty are expected to fulfill a total of 30-40 workload hours in a 12-month period. Workload is not always evenly distributed between the semesters depending on the needs of the students and the educational program. Faculty providing more than the defined maximum workload units per academic year will be issued an overload contract and paid at the established rate.

III. Scope

All faculty positions at the Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI).

IV. Definitions

Student Support Time: Students need time with their faculty outside of scheduled class, lab, and clinical for learning support and to assimilate into the profession. This time can include study sessions, student meetings, clarifying student questions, and engaging with students. Students should feel welcome to have faculty attention at this time.

V. Policy Details

Full time faculty are expected to fulfill a total of 30-40 workload hours in a 12-month period. Workload is not evenly distributed between the semesters depending on the needs of the students and the educational program. Faculty providing more than the defined maximum workload units per academic year will be issued an overload contract and paid at the established rate.

Adjunct/PRN faculty (0.01 FTE) teach on an “as needed” basis. They are compensated each academic term they teach in accordance with the number of credit hours taught.

Faculty with specialized training in an advanced imaging modality will be assigned teaching responsibilities within those areas in addition to teaching within the AAS degree program in Radiologic Technology. Advanced imaging modality courses are offered only during evening hours, outside of the regular hours of operation.

Faculty workload for teaching includes three components: 1) curriculum, 2) facilitation, and 3) evaluation. Faculty develop, implement, and evaluate the curriculum. They effectively facilitate a safe, caring environment that promotes student learning. Faculty engage in the rigorous development and implementation of student evaluation measures that appropriately align to course outcomes. Teaching workload is based primarily on course credit assignment as defined in this policy.

All full-time faculty are to provide a minimum of eight (8) hours of student support time per week that are accessible and available to work with students on their individual academic concerns/inquiries. Four (4) of these eight (8) hours are scheduled and posted for students to “drop in”; the other four (4) are by appointment or by electronic sources. These hours should not conflict with teaching assignments, committee, or any other regular meetings. If a change in office hours is required due to an unavoidable conflict or illness, the faculty member will notify impacted students of the change and an alternative date or time of availability will be provided. To promote the availability of faculty to work with individual students, faculty are required to post their scheduled office hours on or near their office doors and online.

Faculty members demonstrate a commitment to professional practice and lifelong learning. They maintain clinical competency and relevancy in their area of teaching expertise and assignment. In addition, faculty are expected to continuously develop in teaching and learning.

Faculty workload calculations for teaching and service are delineated in the table below:

Teaching Workload Calculation Description	Teaching Workload Units (WLU) per Semester
Didactic (classroom) credit shall equate to one WLU (1:1)	<i>Example: A 3 credit course equates to 3 WLU</i>
Team-taught didactic courses	Divided appropriately among the faculty sharing the course

Laboratory, simulation, or clinical credit shall equate to one and one-half WLU (1:1.5)	<i>Example: A 2 credit course equates to 3 WLU</i>
For development of a new course or a course that has undergone significant curriculum revision	0.5 WLU
Service as an advisor to a student organization	0.5 WLU
Other (faculty mentor, etc.)	As determined by Campus Director & Dean of Academic Affairs
Advanced Imaging Modality Courses	20 hours is equal to 3 WLU

VI. Attachments

N/A

VII. Related Policies

None

VIII. Disclaimers

Nothing in this policy creates a contractual relationship between Bon Secours St. Mary's Hospital School of Medical Imaging (SOMI) and any party. SOMI, in its sole discretions, reserves the right to amend, terminate or discontinue this policy at any time, with or without advance notice.

IX. Version Control

Version	Date	Description	Prepared by
1.0	12/1/2022	Revisions and new template	Campus Director & Dean of Academic Affairs
2.0	7/12/2023	Revisions and new template	Campus Director & Dean of Academic Affairs
3.0	5/9/2024	Revisions	Campus Director & Dean of Academic Affairs