

Policy Title	Faculty Workload
Policy Number:	ACA 1.01
Department:	SOMI
Functional Area:	Academic Affairs
Contributing Department	
Approved by:	RHEI Leadership Team
Effective Date:	8/1/2024
Version:	1
Status:	Approved
Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	ACA 1

I. Mission, Vision and Values

This policy reflects our commitment to human dignity, integrity, compassion, stewardship, and service by guiding decisions and actions that uphold respect for all individuals and promote excellence in our work.

This policy aligns with our mission of extending the compassionate ministry of Jesus by improving the health and well-being of our communities and providing good help to those in need, especially the poor, dying, and underserved by ensuring that our practices support ethical, effective, and accountable service across all areas of the organization.

II. Policy

SOMI Faculty Workload

III. 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.

IV. Scope

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

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 the 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. 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 welcomed to have faculty attention at this time.

VII. Attachments

N/A

VIII. Related Policies and Procedures

None

IX. Regulatory Notices

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

X. Version Control

Version	Effective Date	Next Review Date	Description	Supersedes, if applicable	Prepared By
1.0	12/1/2022	N/A	Revisions and new template	N/A	CDDAA
2.0	7/12/2023	N/A	Revisions and new template	1.0	CDDAA
3.0	5/9/2024	5/9/2027	Revisions	2.0	CDDAA
1	5/9/2024	5/9/2027	Version changed-BSMH Template Adopted	2.0	CDDAA

This policy/procedure/guideline is not intended to establish a standard of clinical or non-clinical care or practice. Rather, this policy/procedure/guideline creates a general tool to help guide decision-making with the understanding that different action(s) may be necessary in response to the totality of the circumstances presented.

Sites revised 05/06/2025- Bon Secours Mercy Health adopts the above policy, procedure, policy &

procedure, guideline, manual / reference guide / instructions, or principle / standard / guidance document for all Bon Secours Mercy Health entities including, but not limited to, facilities doing business as Mercy Health – St. Vincent Medical Center, St. Vincent – St. Charles Hospital, St. Vincent – St. Anne Hospital, Mercy Health – Perrysburg Medical Center, Mercy Health – Tiffin Hospital, Mercy Health – Willard Hospital, Mercy Health – Defiance Hospital, Mercy Health Allen Hospital LLC, Mercy Health - Lorain Hospital, Mercy Health St. Elizabeth Youngstown Hospital, Mercy Health St. Joseph Warren Hospital, Mercy Health - St. Elizabeth Boardman Hospital, Mercy Health - St. Rita's Medical Center, Mercy Health – Springfield Regional Medical Center, Mercy Health - Urbana Hospital, Mercy Health - Anderson Hospital, Mercy Health - Clermont Hospital, Mercy Health – Fairfield Hospital, Mercy Health - West Hospital, The Jewish Hospital – Mercy Health, Mercy Health – Kings Mills Hospital, LLC, Mercy Health - Lourdes Hospital LLC, Mercy Health – Marcum and Wallace Hospital, Chesapeake Hospital Corporation DBA Rappahannock General, Maryview Hospital, Bon Secours Richmond Community, Bon Secours Memorial Regional Medical Center, Bon Secours – St. Mary's Hospital, Bon Secours St. Francis Health System, Bon Secours St. Francis Medical Center, Bon Secours Mary Immaculate Hospital, Bon Secours - Southside Medical Center, Bon Secours Mercy Health Franklin, LLC, Southern Virginia Medical Center, and Bon Secours Harbour View Medical Center. This also may apply to Bon Secours Mercy Health Medical Group LLC and its medical group affiliates.