

Adopted: May 3, 2016

Effective: Fall 2016

University of Nebraska at Omaha Faculty Workload Assignment Policy

The following equivalencies are established pursuant to Section 3.1.3.1. of the contract between the University of Nebraska Board of Regents and the University of Nebraska at Omaha Chapter, American Association of University Professors. These equivalencies are to be utilized in determining the scheduled workload assignments of individual unit members.

Scheduled assignments do not encompass all responsibilities of unit members. Section 3.2 of the above-referenced contract refers to additional academic responsibilities. Although unscheduled, these responsibilities are an integral part of the expectations for all unit members.

I. Credit hour

A credit hour is a unit of instruction specified for a course in the University course catalog and class schedule.

II. Contact hour

A weekly 50-minute scheduled class meeting in a given semester is counted as one contact hour. In some courses, contact hours may be counted differently. Contact hours are determined by the records maintained by the Office of Academic and Student Affairs.

III. Workload hour

A measure of a faculty member's scheduled work assignment. The normal scheduled assignment for a full-time faculty member is twelve (12) workload hours for each semester of the academic year. As a frame of reference, fifty (50) hours per semester is roughly equivalent to one workload hour.

IV. Instructional Equivalencies

Section 3.1.3.1 of the above-referenced contract establishes a full workload in terms of undergraduate lecture instruction. Other instructional methodologies may be equivalent.

Each college shall develop a master list indicating the credit hours and workload hours for each of its courses. Copies of this master list will be filed with the Office of Academic and Student Affairs. Variations from the master list may require written explanation.

A. Lecture/Discussion/Seminar/Online Instruction

Credit for undergraduate and graduate lecture/discussion/seminar/online classes will be computed as one hour of workload credit for one credit hour of instruction as the instructor of record. When more than one person is officially assigned as instructor of record, the workload hours will ordinarily be divided among the

Adopted: May 3, 2016

Effective: Fall 2016

instructors as proportionate to the contributions of each.

B. Laboratory Instruction

Workload credit for undergraduate and graduate laboratory instruction will normally be computed as 67% of the number of scheduled contact hours (rounded to the nearest whole number). Scheduled contact hours for all laboratory and activity class-assignments are to be totaled before application of the weighting factor and rounding.

Workload assignments for multiple section laboratories may be based upon formulas recommended by the department chairperson and approved by the Dean, provided that the weighting may not exceed 67% of the scheduled contact hours.

Faculty coordination of undergraduate laboratories to which teaching assistants have been assigned is ordinarily computed according to the following schedule:

Number of Scheduled Lab Sections	Workload Hours
1-3	1
4-6	2
7 or more	3

C. Clinical Practice/Student Teaching Supervision

Workload credit for undergraduate and graduate student teaching supervision shall ordinarily be computed as follows:

Student Enrollees	Workload Hours
1-2	1
3-4	2
5-6	3
7-8	4
9-10	5
11-12	6

D. Practica/Independent Study/Thesis Supervision

Workload credit for undergraduate and graduate student practica/independent study/thesis supervision shall accumulate without expiration for a period of 7 years and be computed as follows:

i. Independent Study and Practica 1

Adopted: May 3, 2016

Effective: Fall 2016

(Independent Study and Field experience for students under the direct supervision of a faculty and/or non-faculty practitioner. Scheduled class meetings supervised by faculty member are not required of enrollees.)

Instructional Credit Hours	Workload Hours
27	3

ii. Practica 2

(Field experience for students under the direct supervision of a faculty and/or non-faculty practitioner. In addition, scheduled group class meetings conducted by the faculty member are required of all enrollees.)

Student Enrollees	Workload Hours
1-3	1
4-6	2
7-9	3
10-12	4
13-15	5
16-18	6

iii. Practica 3

(Clinical experience for students under the direct supervision of a faculty practitioner.)

Student Enrollees	Workload Hours
1-2	1
3-4	2
5-6	3
7-8	4
9-10	5
11-12	6

iv. Thesis Supervision

(Assignment as the advisor of record for graduate students enrolled in thesis): At the time a graduate student files the official listing of the thesis supervisory committee with the Dean for Graduate Studies, one workload hour will be credited to the faculty advisor of record. The Dean for

Adopted: May 3, 2016

Effective: Fall 2016

Graduate Studies will provide notification of this credit to the appropriate dean and school director/chairperson. The workload credit may accumulate up to seven (7) years. Should the advisor of record be changed prior to the actual implementation of the assignment, workload credit can be transferred. However, once the workload credit has been assigned, subsequent changes in advisors will not result in the accrual of additional workload credit for the same student.

v. Dissertation Supervision

(Assignment as the advisor of record for graduate students enrolled in dissertation): At the time a graduate student files the official listing of the doctoral supervisory committee with the Dean for Graduate Studies, 1.5 workload hours will be credited to the faculty advisor of record. The Dean for Graduate Studies will provide notification of this credit to the appropriate dean and school director/chairperson. The workload credit may accumulate up to seven (7) years. Should the advisor of record be changed prior to the actual implementation of the assignment, workload credit can be transferred. However, once the workload credit has been assigned, subsequent changes in advisors will not result in the accrual of additional workload credit for the same student.

vi. Special Assignments

Various assignments may confer reassigned time at the discretion of a department or individual unit. Such assignments, however, must be filed with the Office of Academic and Student Affairs.

E. Other Instructional Equivalencies

Some faculty may provide instruction outside of traditional course assignments. Schools/Departments will determine appropriate equivalencies for such activities, such as advising, instructional coordination, and direction of special centers or programs, to include the work of the Speech Coordinator, Writing Center Director, and others.

V. Research Equivalencies

In the following paragraphs, the term “research” is to be interpreted to include creative activities as may be appropriate to specific disciplines. Course preparation and study for the purpose of keeping abreast of one’s field will not qualify as a research assignment.

All members of the Graduate Faculty will be provided the opportunity to request and, ordinarily, will be assigned up to three workload credits for research or creative activity each semester. Approval of such requests is contingent upon continued evidence of research or creative productivity. Such requests shall be submitted to the school director/department chairperson following procedures developed by the school/department. Denials must be reviewed by a designated departmental advisory

Adopted: May 3, 2016

Effective: Fall 2016

committee, subject to further appeal to the graduate faculty of the department. The request shall describe the proposed research or creative assignment in sufficient detail to permit evaluation. With the recommendation of a designated school/departmental committee, the school director/chairperson will evaluate the proposal following any consultative processes adopted and make a workload recommendation to the Dean.

Faculty members on Specific Term appointments who are not Members of the Graduate Faculty may request up to three workload credits for assigned research activity each semester subject to the appropriate college dean.

Requests for research assignments for any faculty member in excess of six (6) workload hours shall require the approval of the Senior Vice Chancellor for Academic and Student Affairs.

The above guidelines apply to research assignments which are part of the faculty member's "normal" assignment supported by the budgetary resources of the instructional units of the college. In addition, faculty members may apply for a research assignment funded by internal sources. Such requests must be submitted by means of procedures established by each unit or committee, and in all cases require the endorsement of the School Director/Chairperson and the appropriate Dean. These assignments must be approved by the Senior Vice Chancellor for Academic and Student Affairs.

Pursuant to Section 3.1.3.5 of the contract between the Board of Regents and the UNO/AAUP, faculty members may be assigned research activities associated with the fulfillment of the conditions of a contract or grant involving an agency external to UNO.

If a faculty member has been assigned a research workload, the results of this assignment must be documented through the annual review/evaluation process. The outcome of this evaluation will be a major factor in determining further research assignments.

VI. Service Equivalencies

A reasonable amount of university and community service is a normal expectation of all members in instructional units. To qualify for consideration as part of the scheduled workload, such activities must be specifically assigned and scheduled by the school directors/department chairperson and the Dean, must be directly related to the mission of the school/department and college, and must be sufficiently extensive that they can be evaluated as equivalent to an instructional assignment. Service assignments in excess of three (3) workload hours also shall require the approval of the Senior Vice Chancellor for Academic and Student Affairs. As a general workload equivalency, a service assignment requiring 50 hours of work during a semester is equivalent to one (1) workload hour.

The above guidelines apply to service assignments which are part of the faculty

Adopted: May 3, 2016

Effective: Fall 2016

member's "normal" assignment supported by the budgetary resources of the college. In addition, faculty members may be assigned service activities as part of their scheduled workload funded by administrative units elsewhere in the University; e.g., Faculty Senate Presidency.

Pursuant to Section 3.1.3.5 of the contract between the Board of Regents and the UNO/AAUP faculty members may be assigned service activities associated with the fulfillment of the conditions of a contract or grant involving an agency external to UNO.

If a faculty member has been assigned a service workload, the results of this assignment must be documented through the annual review/evaluation process. The outcome of this evaluation will be a major factor in determining further service assignments.

VII. Coordination Equivalencies

The semester workload credit for school/departmental coordination duties is determined by the Dean. Ordinarily, a department chair/school director will be assigned 6 hours in a given semester for that administration. A graduate program chair will ordinarily be assigned 3 hours per semester for administering the graduate program. Fewer or additional hours of coordination may be assigned as deemed appropriate.

VIII. Special Considerations

The above guidelines will cover the workload assignments of the vast majority of faculty members. From time to time colleges and schools/departments may need to make special assignments which are not covered by these guidelines. In these cases, the proposed equivalency for the assignment will be recommended by the Dean to the Senior Vice Chancellor for Academic and Student Affairs at least 30 days prior to the effective date of the assignment.

The instructional equivalencies provided above occasionally may make it difficult to achieve workload totals that equal exactly twelve (12). In some cases, research, service and/or departmental coordination assignments may be adjusted slightly to balance out the total workload; e.g., a two (2) rather than three (3) workload hour research assignment. This workload agreement is consistent with 3.1.3.1 of the Collective Bargaining Agreement which states: "Unit Members holding academic year appointment and working full time in an instructional department shall be assigned twelve plus or minus one workload hours per semester (twenty-four plus or minus two workload hours per academic year)."