

Updated Faculty Workload 2016

This amended Faculty Workload guideline builds on the work of the 2012 workload task force.

The goal of the *Faculty Workload Allocation Task Force* was to create a fair, equitable, and transparent process for determining faculty workload based on the mission and resources of the JHUSON.

The charge of the task force was to:

1. Review the current JHUSON guidelines for faculty workload
2. Review the recommendations of the 2008 JHUSON Workload Task Force
3. Identify changes in teaching practices and other factors that have impacted faculty workload in the last 5 years
4. Benchmark workload guidelines from comparable schools of nursing since the last task force
5. Develop recommendations for revisions of the current workload allocation process and guidelines.

Guiding Principles for Faculty Workload determination

The 2012 group reaffirmed the principles established by the 2008 as the foundation for all work.

- **Teaching** is central to the mission of the Johns Hopkins University School of Nursing.
- Members of the faculty are engaged in **practice that supports teaching excellence** & knowledge development.
- Members of the Faculty are engaged in **scholarship**.
- Faculty members have **diverse expertise**.
- Workload guidelines are based on an AACN reported average work week.
- Workload guidelines are expected to bring **balance and fairness** to teaching assignments.
- Workload guidelines clarify expectations for faculty workload. Department Chairs are expected to use these guidelines to assure that all faculty members, regardless of rank or track, are meeting expectations.

Assumptions

1. A full workload comprises represents 100% effort across the academic year
2. Instructor rank expectations differ from other ranks
3. For all ranks from assistant professor up allocation of scholarship and service occurs across a continuum depending on track, current activity and prior productivity.
4. Units will be allocated for coordinator roles across the academic year.

Faculty Teaching/Course Assignment Guidelines 2016

These guidelines reflect the best thinking of administrative and other full-time faculty. They are used as guidelines for the determination of workload allocation for the academic year for each full-time faculty member. Each full time faculty member's workload for the academic year is equivalent to 100% effort and reflects all expectations of the faculty role. The allocation of effort for unfunded practice and scholarship is based on current activities and past work.

PERCENT EFFORT GUIDELINES

| | SEMESTER EFFORT* |
|---|------------------|
| CLINICAL INSTRUCTOR (CI) | |
| Pre-licensure 14 weeks | 25% |
| Graduate 14 weeks | 15% |
| Transitions <i>110.408</i> | 12% |
| Public Health Nursing Practicum <i>110.405P</i> | 20% |
| LAB INSTRUCTOR (LI) | |
| | 15% |
| THEORY COURSE COORDINATOR (TCC) | |
| 4 credits | 30% |
| 3 credits | 25% |
| 2 credits | 20% |
| 1 credit | 15% |
| CLINICAL COURSE COORDINATOR (CCC) | |
| 4 credits | 30% |
| 3 credits | 25% |
| 2 credits | 20% |
| 1 credit | 15% |
| SERVICE | |
| Track coordinator | 5% |
| Chair (curriculum, progressions, admissions) | 5% |
| UNFUNDED SCHOLARSHIP | |
| <i>when current grant funding is:</i> | |
| 0-19 % | 20% |
| 20 - 29 % | 15% |
| 30 - 39% | 10% |
| 40 - 49% | 5% |
| > or = 50% | 0% |

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