

Policy Title	Faculty Workload
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Department:	BSMCON
Functional Area:	Academic Affairs
Contributing Department	
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Manual	To be entered by Compliance360 System administrators or N/A if not in C360
Section	To be entered by Compliance360 System administrators or N/A if not in C360

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

Faculty Workload

III. Purpose

The purpose of the faculty workload policy is to define faculty responsibilities and work expectations. The major emphasis of faculty work is on teaching with additional elements of service, practice and professional development, and scholarship that is commensurate with faculty rank and interest. For more detail, specific faculty role and expectations of each of these elements are delineated in the Associate Handbook. While some variability among faculty assignments will be necessary and unavoidable, these procedures are established to provide structure, facilitate equity, and monitor effectiveness. Faculty workloads during the academic year may include a combination of day, evening, and weekend classes and activities as the needs of the School/College require.

IV. Scope

Faculty workload requirements vary by rank. Workload calculations are based upon teaching requirements and specific types of leadership in the area of service. Workload for other areas of service, practice and professional development, and scholarship are not numerically calculated but expected as

part of the faculty role according to rank; however, workload in these areas for distinct circumstances can be negotiated. Workloads outside of the parameters must be negotiated with your supervisor and approved by the Dean of Academic Affairs. 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 faculty (0.01 FTE) teach on an “as needed” basis. They are compensated for each academic term they teach in accordance with the number of credit hours of courses taught. The established rate of pay is included in the adjunct contract for the academic term and paid over the successive pay periods of that academic term.

V. Definitions

Teaching Workload: Faculty workload for teaching includes the 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. Specifics of teaching workload calculation are delineated in the table provided in Section V – Policy Details below.

Service Workload: Service is an important component of the faculty role in the areas of the School/College, Profession, and Community. Faculty actively contribute to supporting the mission of the Program and School/College, engage in advancing the profession through involvement with professional organizations, and engage in activities that bring individuals and communities to health and wholeness. Specifics of service workload are delineated in the table provided in Section V – Policy Details below.

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

All full-time faculty are to provide a minimum of eight (8) hours of student support time per week. Four (4) of these eight (8) hours are scheduled and posted for students. The other four (4) hours are by appointment or communicating with students via electronic sources. During this time faculty should be accessible and available to work with students on their individual academic concerns/inquiries.

Scheduled student support time should not conflict with committee or other regular meetings. During the scheduled student support time faculty should be in the classroom, Zoom, or meeting with students in their office. If a change in scheduled student support time is required due to an unavoidable conflict or illness, impacted students will be notified 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 student support times online and, if they have an on-campus office, near their office doors.

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

Scholarship: Faculty contribute to the advancement of knowledge through one or more of the following standards: scholarship of discovery, scholarship of teaching, scholarship of practice (application) and/or scholarship of integration (AACN, 2018; and Boyer, 2016). Scholarly activities are commensurate with rank, align with the program’s strategic initiatives and are mutually beneficial to the School/College. Scholarship in Nursing advances the teaching, research, service, and practice of Nursing through

rigorous inquiry. This inquiry should “1) be significant to the profession, 2) be creative, 3) can be documented, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods” (AACN, 2018).

Associate Professors, and Professors are provided a lower maximum workload to support rank requirements. Faculty have the opportunity to negotiate reduced teaching workloads to accommodate significant scholarly work with their supervisor and must be approved by the Dean of Academic Affairs. Additional support is detailed in ADM 6.01 Associate Educational Leave policy for further details.

VI. Policy Details

Full-time faculty workload requirements are specific to rank, see the following table for details.

Rank	Workload per Semester	Max Workload per 10-Month Academic Year	Workload per Term	Max Workload per 12-Month Academic Year
Instructor, Assistant Professor, & Clinical Associate Professor	12-15	30	6-7.5	37.5
Associate Professor & Professor	12-14	28	6-7	35

Distance Education (Blended) – Lecture, practicum, and/or laboratory instruction within a program or course is provided in on-ground and distance education formats. (This is sometimes referred to as a hybrid program or course). [DE Blended]

Distance Education (Full) – All lecture, practicum, and/or laboratory instruction within a program is provided through distance education. [DE Full]

Full-time faculty workload calculations for teaching and service are delineated in the table below.

Category	Teaching Workload Calculation Description	Teaching WLU per Semester
Course Leads - Didactic (DE Full & Blended) - Lab - Practicum	0.5 – 3 workload units	DE Full & Lab: 1 WLU DE Blended & Practicum: 1.5 WLU or Commensurate with number of sections and needed level of commitment

Term Leads	0.5-1 workload units	Commensurate with needed level of commitment
Didactic - DE Blended	Credit shall equate to 0.75 workload unit (1:0.75) for sections of 25 students or less	Example: 3-credit course: 2.25 WLU
	Credit shall equate to 1 workload unit (1:1) for 26-35 students	Example: 3-credit course: 3 WLU
	Additional students: Courses with 36-40 students will receive an additional 0.5 workload units	Example: 3 credit course with 36 students: 3.5 WLU
Didactic - DE Full	Didactic credit shall equate to 1 workload unit (1:1) per credit for sections up to 25	Example: 3-credit course: 3 WLU
	Additional students: Didactic courses with 5-10 additional students in a section. A new section of a course will be added at full workload once 11 additional students are enrolled in the course.	0.5-1 WLU
	Low Enrollment: Didactic course with 10 or fewer students may have decreased workload. Courses with pedagogical reason for a small class size or required for a pending graduate are not subject to decreased workload.	Commensurate with the needed level of commitment
Practicum and Lab (DE Full and Blended)	Practicum courses that utilize preceptors or mentors shall equate course credit to 0.5-1 workload unit	Commensurate with the needed level of commitment. Example: 2-credit course: 1-2 WLUs
	Pre-licensure laboratory or practicum sections shall equal to one and one-half workload units per credit (1:1.5)	Example: 2-credit course: 3 WLU
Other	New courses or courses undergoing a significant curricular revision	0.5 WLU

Service Workload Calculation Description	Service WLU per Semester
Faculty providing leadership roles for the nursing program, School/College, and/or professional organizations via leadership role such as committee chair or presiding officer.	0.5
Faculty serving as a faculty navigator or course mentor.	0.5

Faculty serving in an advising role to a student organization.	0-1.0 commensurate with the needed level of commitment
Faculty assisting with global outreach trips.	0-1.0 commensurate with the needed level of commitment

Teaching Faculty Assigned Temporary/Administrative/Professional Duties:

Upon recommendation of a supervisor, full time (FT) faculty may be assigned ("release time") non-teaching duties as part of an individual's full-time teaching load by the Dean of Academic Affairs.

American Association of Colleges of Nursing (2018, March 26). *Defining scholarship for the discipline of Nursing*. Retrieved from <https://www.aacnnursing.org/Portals/0/PDFs/Position-Statements/Defining-Scholarship.pdf?ver=SWHlav1tRNMfYL5xPvjklA%3d%3d>

Boyer, E.L. (2016). *Scholarship reconsidered: Priorities of the professoriate*. Expanded Edition. Moser, D., Ream, T.C., Braxton, J.M. & Associates. San Francisco, CA: Jossey-Bass.

VII. Attachments

None.

VIII. Related Policies

ADM 6.01 Associate Educational Leave
 ADM 6.02 Promotion and Sustaining Rank
 ACA 1.08 Faculty Use of Paid Time and Holiday Benefits Plans

IX. Regulatory Notices

Nothing in this policy creates a contractual relationship between Bon Secours Memorial College of Nursing (BSMCON), a department operated and controlled by the Bon Secours Memorial Regional Medical Center, and any party. BSMCON, 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	08/01/2020	N/A	Revision and New Template	None	CDDAA

2.0	03/09/2022	N/A	Title Updates	1.0	CDDAA
3.0	05/08/2024	N/A	Policy Updates	2.0	CDDAA
3.1	05/19/2025	5/19/2028	Revisions – Scholarship & Workload	3.0	CDDAA
1	08/01/2026	08/01/2028	Version Changed – BSMH Template Adopted	3.0	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.