

Ogden College of Science and Engineering Workload Guidelines

1. Faculty will have full workloads comprised of a combination of teaching, research and service activities. Department Heads/Chairs will have flexibility in how this workload is defined for each faculty member within the guidelines below.

For example, (1) Professor Ultraviolet's workload is composed of three 3-credit hour courses (9 workload hours), productive research with students (3 workload hours), and measurable departmental service (3 workload hours) for a total of 15 workload hours (Full workload).

Another example, (2) Associate Professor Karst's workload is composed of two 3-credit hours courses (6 workload hours), chair of Senate (3 workload hours), productive research with students (3 workload hours), and measurable departmental service (3 workload hours) for a total of 15 workload hours (Full workload).

2. Research time in the workload model must yield annual progress (shown in the annual evaluation) and lead to observable outcomes (publications, presentations, grant applications/awards, thesis production, etc). Non-research active faculty will be expected to teach the equivalent of four 3-credit hour courses (12 workload hours) along with 3 workload hours of service to yield a full workload.
3. Minimum course sizes: 100-200 20; 300 12; 400 8; 500+ 5. These are the minimum enrollment numbers for a course to run. Courses with enrollments lower than these minima must be approved by the Dean's office. Approval requests must include a justification which focuses on student success. Departments should not offer multiple sections of courses hovering around these minimum numbers nor should they be offering multiple low enrolled courses without prior approval.
4. Unless otherwise stated, approvals for low enrollment courses are reserved for academic program courses that lead to an undergraduate or graduate degree and whose cancellation would negatively affect student progression. Requests by the chairs for exemptions need to be justified in writing to the Dean, who will approve or deny the request.
5. Minimum target of 240-280 SCH/sem or 440-560 SCH/yr average per department per FTE (reported by the department).
Minimum target of 240-280 **SCH**/sem or 440-560 SCH/yr average for Ogden College per FTE (reported by the department).
6. Frequency of course offerings must be as efficient as possible. Departments should make their course cadence readily available to students (e.g. posted on their departmental web pages).
7. Departments may allocated additional workload credit for course sections deemed to be "large". The mechanism for this allocation should be clear to all departmental faculty and approved by the Dean's office.

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8. All face-to-face courses shall adhere to regular schedule start times, unless otherwise explicitly approved by the Dean.

Please note that there is no one size fits
all and that class size is also tied to discipline and course classification