HHP Work Load Guidelines
Teaching Loads

These guidelines are designed to be consistent and function in concert with the East Carolina University Policy Manual, the ECU Faculty Manual, and all established university policies and those of the UNC System. HHP teaching and workloads have always been at the discretion of the department Chair. This is to assure Chairs take advantage of the different strengths and skills of faculty members. Within a department, the totality of faculty workloads are expected to meet the needs of the department, college and institution. The office of the dean of HHP monitors each department and individual teaching loads carefully. Reports are prepared by the office of the dean documenting the specific teaching numbers (course load and SCH generated) for each faculty member. The Chair and the Dean or Associate Dean discuss workload “outliers” to ensure expectations are being met and equity is addressed in each department. This has proven very successful for the college as any analysis over the past ten years will show the college produces an impressive numbers of student credit hours well over the guidelines (averages over 40% above guidelines).

The following guidelines are presented to provide guidance to Chairs and to faculty as to appropriate teaching loads (in addition, service is expected of all faculty; scholarship is expected of all tenure-track and tenured faculty). It is not appropriate or in the best interests of the institution for all faculty to have the same teaching loads. However it is most important that all faculty be treated fairly and be expected to contribute appropriately to the mission of the institution.

HHP Work Load Guidelines – Tenured and tenure track faculty:
• Faculty should teach a 3/2 load (based on 3 hour classes) if research active, and produce 1.25 FTE per UNC weighted SCH, as per UNC SCH formulas.
• Research active is currently defined as an individual faculty member publishing five national, refereed publications in the last 3 years with first or second authorship (or senior authorship) on at least two of the publications.
• Faculty not meeting the above definition will be expected to over produce student credit hours, or carry out other assigned instructional related duties.
• No tenured or tenure track faculty at ECU may be released from research expectations.
• Extremely research active faculty may have additional re-assigned time with an appropriate expectation of external funding or other evidence of scholarship.
• Additional department roles (e.g., program directors) and substantial professional service may result in re-assigned time, with the appropriate evidence.
• Faculty who are in joint-appointments or who are assigned part-time to another unit typically have teaching loads spelled out in their contracts; thus, their teaching loads may vary from the guidelines stated above.

HHP Work Load Guidelines – Fixed term faculty:

Fixed term faculty in HHP are highly valued and great flexibility is provided to department Chairs to take advantage of their strengths and skills. In general, such faculty are expected to over-produce SCH (1.5 FTE or above per UNC weighted SCH generated formula) or perform other needed special duties.
Faculty Workload

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Authority: Dean

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Related Policies: ECU Faculty Manual UNC Policy Manual, 300.2.6[G] (Guidelines on Reassigned Time for Faculty), 400.3.1.1 [G] (Guidelines on Tenure and Teaching in the University of North Carolina) and 400.3.4 (Monitoring Faculty Teaching Workloads)

Additional References: A Report of Faculty Teaching Workload Covering the Years 2000 to 2006 (UNC General Administration, 2008) UNC Enrollment Growth Funding Productivity Matrix

Contact Information: Dean of the College of Human Ecology

1. Purpose

As per UNC Policy 400.3.1.1 [G], teaching or instruction is the primary responsibility of each of the UNC institutions; therefore, while neither teaching nor service nor research is the sole measure of a faculty member’s competence and contribution at any UNC institution, teaching should be the first consideration at all of the UNC institutions.

The purpose of this regulation is to define faculty workloads at East Carolina University as per policies established by the UNC Policy Manual and the ECU Faculty Manual. The Brody School of Medicine and the School of Dental Medicine are excluded from this regulation and will be governed by separate workload regulations, which must be approved by the Vice Chancellor for Health Sciences.

2. Definitions

2.1. Faculty Workload – the entirety of a faculty member’s duties for the relevant period

2.2. Relevant Period – academic year, contract period, or time-frame for special duties formally or informally assigned
2.3. Instructional Load – the portion of the faculty workload spent on direct instruction and instructional activities

2.4. Overload – a workload assignment that exceeds 1.0 full-time equivalent (FTE)

2.5. Course Reduction – a reduction in the instructional load to allow time for work on non-instructional activities

2.6. Faculty Scholarly Reassignment - an approved reassignment for a defined period of time in order for a faculty member to pursue a project involving research or creative activity as addressed in UNC Policy 300.2.6 [G]

3. Workload Assignments

3.1. The duties that commonly constitute a faculty member’s workload fall under the areas of instruction, research/scholarship or creative activity, service, clinical duties, community engagement and administration.

3.2. The Academic Council, in consultation with the academic deans, will establish workload and productivity criteria (see section 3.7 below) for each college for the relevant period.

3.3. The dean of each college, in consultation with the chairs and directors within the college, will establish workload and productivity criteria for each department or school (congruent with unit codes) in the college for the relevant period. These criteria will be guided by the requirements that the college meet workload and productivity criteria set by the Academic Council.

3.4. The chairperson or director of each department or school will establish individual workload and productivity requirements for each member of the faculty for the relevant period. These requirements will cumulatively meet the requirements for the department or school as established by unit code for the relevant period.

3.5. For faculty holding a joint appointment, the unit administrator of the faculty member’s primary academic unit, in consultation with the administrator(s) of the unit(s) to which the faculty member is jointly appointed, will set the workload and productivity requirements.

3.6. As a Doctoral/Research unit, the College will maintain at least an average overall instructional load equivalent of five 3-semester-hour courses per year per 1.0 FTE.

3.7. The College will produce at least the average student credit hours (SCH) per the 1.3 FTE assigned by the Academic Council (see section 3.2 above) to the respective units as defined by UNC General Administration.

3.8. College, department and faculty workload and productivity requirements and assignments may vary in relation to overall assignment of duties, disciplinary standards, class sizes, contact hours, accreditation requirements, and productivity goals.
3.9. Department chairs and school directors will ensure that the aggregated faculty workloads for the department or school meet the productivity criteria established as per unit code for the department or school. Failure to satisfy the workload and productivity criteria as per unit code for performance evaluations for the relevant period may result in an unsatisfactory performance evaluation and/or removal of administrative duties.

3.10. As per Part VIII of the ECU Faculty Manual, the unit administrator’s annual performance evaluation of faculty members shall employ the criteria contained in the unit code approved by the Chancellor. The evaluation shall be based upon that year’s assigned duties and shall consider: teaching, research and creative activities, patient care, service, and other appropriate responsibilities. The relative weight given to teaching, research/creative activity, and service in personnel decisions shall be determined by each unit code and in accordance with unit needs and established metrics for productivity in the given discipline’s code. In no case, however, shall service be weighed more heavily than either teaching or research/creative activity.

3.11. Workload and productivity data alone are not sufficient justifications for the return of vacant faculty lines or for the allocation of new faculty lines. The Chancellor, Executive Council and/or Academic Council allocate or reallocate resources based upon a variety of factors, including but not limited to, workload and productivity data, institutional priorities, UNC General Administration initiatives, and legislative mandates.

4. Instructional Assignments and Other Responsibilities

4.1. Course Reductions

4.1.1. With the exception of assignment of academic administration responsibilities and 100% Faculty Scholarly Reassignment, both of which require approval from the appropriate vice chancellor, a department chair or director may authorize one or more course reductions if the demands of activities, as defined in section 4.1.4 below, warrant a reduction in the instructional load.

4.1.2. Reductions in the instructional load are measured in terms of credit hours and are determined on a case by case basis.

4.1.3. A faculty member who is granted a course reduction may not receive an instructional overload assignment for additional compensation without approval from the dean and the appropriate vice chancellor.

4.1.4. The criteria for course reductions will be grouped into the following reporting categories: course/curriculum development, heavy load of academic advising, accreditation/program review, technology training for instruction, co-curricular activities, academic administration, externally funded research, institutionally supported research, institutional service, service to the public, and service to the profession.
4.1.5. At the end of the academic year, the dean is responsible for generating a report which will identify all faculty course reductions for the academic year and the associated outcomes using the unit guidelines established for monitoring productivity. This report will be compiled for the unit and shall be due to the appropriate vice chancellor by the end of the fiscal year.

4.2. Faculty Scholarly Reassignment

4.2.1. Administrators shall adhere to guidelines established for 100% Faculty Scholarly Reassignments per UNC Policy 300.2.6[G] and ECUÂ’s Faculty Scholarly Reassignment Regulation.

5. Effective Date

5.1. This regulation is effective July 1, 2014.

UNC Enrollment Change Formula Productivity Matrix

SCH per Instructional Position
Program Category Undergraduate Master’s Doctoral
Category I 708.64 169.52 115.56
Category II 535.74 303.93 110.16
Category III 406.24 186.23 109.86
Category IV 232.25 90.17 80.91

Category I Disciplines: Communications & Journalism; English; Mathematics; Philosophy & Religion; Psychology; Corrections & Criminal Justice; Social Sciences; History; Other

Category II Disciplines: Area, Ethnic, Cultural & Gender Studies; Education; Foreign Languages, Literatures & Linguistics; Family & Consumer Sciences; Liberal Arts & Sciences, Humanities; Multi/Interdisciplinary Studies; Parks, Recreation, Leisure & Fitness; Business, Management & Marketing

Category III Disciplines: Agriculture; Natural Resources & Conservation; Architecture; Computer & Information Sciences; Engineering-related Technologies; Library Science; Biological Sciences; Physical Sciences; Public Administration & Services; Visual & Performing Arts; Health Professions

Category IV Disciplines: Engineering; Nursing

As per Board of Governors action, student credit hours for student teaching in Education are placed in Category III for all campuses. Medicine and Dentistry are excluded from this model due to distinct funding by the General Assembly.