

Date	Version	Key Change or Comment	Approved by
5/2/2023	1b	New Policy	Dean's Leadership Council



Loewenberg College of Nursing

Faculty Workload Policy

Introduction

The Loewenberg College of Nursing (LCON) Faculty Workload Policy supports the vision, mission, strategic values, and strategic goals of LCON and the University of Memphis (U of M). The Policy was developed based on the following.

- a) U of M Faculty Handbook (4.8/5.3 Faculty Workload)
- b) Input from LCON faculty
- c) A comparative analysis of faculty workloads from other nursing schools
- d) Review of the current literature regarding nursing faculty workload

The LCON Faculty Workload Policy is subject to ongoing review and revision as part of the Systematic Plan of Program Evaluation of the College to ensure congruency with policies, to support the vision, mission, and strategic goals of LCON and U of M, and to fulfill academic responsibility and accountability.

Terms Defined

- a) **Teaching Credits (TC)** – Faculty assigned workload teaching credits.
- b) **Contact Hours (CH)** – Direct teaching contact hours with students per week. Does not include time outside of direct class, clinical, or simulation lab contact (e.g., grading, preparation, student meetings).

General Workload Policies

As per the U of M Faculty Handbook (Sections 4.8 and 5.3), the normal maximum teaching responsibility of a full-time faculty member engaged only in classroom teaching is 15 credit hours each semester. At LCON, the 30 credit hours per academic year (AY) is assigned based on teaching, service, and research/scholarship, using TC as defined above and as follows.

1. Tenure track and tenured faculty
 - a. Assigned workload
 - i. Teaching – 40% (12 TC per AY)
 - ii. Research and scholarship – 40% (12 TC per AY)
 - iii. Service – 20% (6 TC per AY)
 - b. Teaching workload may be reduced based on buyout from grants or other scholarship and service considerations per the Dean or the Associate Dean for Research.

Date	Version	Key Change or Comment	Approved by
5/2/2023	1b	New Policy	Dean's Leadership Council

- c. Tenure track and tenured faculty may have increased teaching workload in the next academic year per the discretion of the Dean based on evaluation of the faculty's research/scholarship production.
2. Clinical faculty:
 - a. Assigned workload
 - i. Teaching – 80% (24 TC per AY)
 - ii. Service and practice – 20% (6 TC per AY)
 - b. Teaching workload may be reduced based on buyout from grants or other scholarship and service considerations per the Dean or the Associate Dean for Academic Programs.
3. Other considerations:
 - a. Administrative responsibilities
 - i. Faculty carrying significant administrative responsibilities to help meet program needs (e.g., program directors, directors, deans) may have assigned teaching reduction to account for their responsibilities.
 - ii. Such reductions will be determined by the Dean in consultation with LCON's executive leadership team.
 - b. New faculty
 - i. Newly hired clinical faculty may receive a **3 TC** reduction during the first semester for orientation and onboarding.
 - ii. Newly hired tenure track faculty may receive a **6 TC** reduction during the first AY for onboarding, orientation, and research/scholarship development.

Teaching Credit (TC) Allocations for Teaching

For teaching workload allocation, the following considerations will be made in determining an overall faculty schedule (in addition to the General Workload Guidelines). See separate tables for:

- Teaching in the Traditional and Accelerated BSN Programs
- Teaching in the RN-BSN Program
- Teaching in the MSN Programs
- Teaching in the PhD Program

Date	Version	Key Change or Comment	Approved by
5/2/2023	1b	New Policy	Dean's Leadership Council

Teaching in the Traditional and Accelerated BSN Programs

Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes
Didactic (CH = Student Credit Hours)	1:1	NURS 3004 NURS 4001	1	1	<p>Additional TC will be provided for large class sizes (over 50 students) as follows.</p> <ul style="list-style-type: none"> • 51-75 students: +1 TC • 76-100 students: +2 TC • 101-125 students: +3 TC <p>If a class has more than 125 students, two faculty will be assigned to teach the course with workload split based on half the number of students per faculty, or another section will be added.</p>
		NURS 3005 NURS 3101 NURS 3127 NURS 3217 NURS 3227	2	2	
		NURS 3000 NURS 3105 NURS 3205 NURS 3230 NURS 3305 NURS 3400 NURS 4110 NURS 4127 NURS 4205 NURS ELEC	3	3	
Simulation	2:1	NURS 3103	3	1.5	Lab sections have up to 12 students. No section will run with less than 8 students.
		NURS 3105	4	1 (1/2) 2 (Full)	
		NURS 3105	4	1 (1/2) 2 (Full)	Virtual simulation sections have up to 12 students. If only 6 students per week, TC will be cut in half (0.5 for 1/2 and 1 for full).
		NURS 3129	3	0.75 (1/2) 1.5 (Full)	Simulation sections have up to 8 students. No section will run with less than 6 students.
		NURS 3231	3	0.75 (1/2) 1.5 (Full)	
Clinical	2:1	NURS 3105	8	2 (1/2) 4 (Full)	Clinical sections have up to 6 students. No section will run with less than 4 students.

Date	Version	Key Change or Comment	Approved by
5/2/2023	1b	New Policy	Dean's Leadership Council

Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes
		NURS 3129	8	2 (1/2) 4 (Full)	Clinical sections have up to 8 students. No section will run with less than 6 students.
		NURS 3231	8	2 (1/2) 4 (Full)	
Clinical/ Simulation	2:1	NURS 3206 NURS 3306	8	4	Clinical sections have up to 8 students. No section will run with less than 6 students.
		NURS 3219 NURS 3229 NURS 4129	7	1.75 (1/2) 3.5 (Full)	
Preceptorship (CH = Student Credit Hours)	NA	NURS 4206	5	3	<p>TC is assigned based on 10 students per group. Additional TC will be provided as follows.</p> <ul style="list-style-type: none"> • 11-15 students: 4.5 TC • 5-credit clinical: 1.5 TC <p>For more than 15 students, another section will be added.</p>
Clinical Coordination	NA	NURS 3103 NURS 3106 NURS 3129 NURS 3206 NURS 3219 NURS 3229 NURS 3231 NURS 3306 NURS 4129 NURS 4206	NA	NA	<p>TC will be assigned as follows.</p> <ul style="list-style-type: none"> • 4-5 sections: 0.5 TC • 6-10 sections: 1 TC • For each additional 5 sections above 10: +0.5 TC <p>Sections taught by the coordinator are not included in determining the number of sections coordinated.</p>

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5/2/2023	1b	New Policy	Dean's Leadership Council

Teaching in the RN-BSN Program

Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes	
Didactic (CH = Student Credit Hours)	1:1	NURS 3109	2	2	Additional TC will be provided for large class sizes (over 30 students) as follows. <ul style="list-style-type: none"> • 31-40 students: +1 TC 	For low course enrollment (< 12 students), adjustments will be made as follows. <ul style="list-style-type: none"> • 2-credit course: 1 TC • 3-credit course: 1.5 TC • 4-credit course: 2 TC
		NURS 3007 NURS 3009 NURS 3401 NURS 4111	3	3		
		NURS 4207	4	4		
Clinical/Lab (CH = Student Credit Hours)	NA	NURS 3110 NURS 4128	1	NA	Additional TC will be provided for large class sizes (over 30 students) as follows. <ul style="list-style-type: none"> • 31-40 students: 2 TC For more than 40 students, another section will be added.	For low course enrollment (< 12 students), adjustments will be made as follows. <ul style="list-style-type: none"> • 1-credit clinical: 0.5 TC
		NURS 4208	2-6	NA	TC will be assigned as follows. <ul style="list-style-type: none"> • Up to 12 students: 3 TC • 13-18 students: 4 TC For more than 18 students, another section will be added.	For low course enrollment (< 7 students), adjustments will be made as follows. <ul style="list-style-type: none"> • 2-6 credit clinical: 1.5 TC

Date	Version	Key Change or Comment	Approved by
5/2/2023	1b	New Policy	Dean's Leadership Council

Teaching in the MSN Programs

Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes	
Didactic (CH = Student Credit Hours)	1:1	<i>MSN Core:</i> NURS 7000 NURS 7001 NURS 7002 NURS 7003 NURS 7990	3	3	Additional TC will be provided for large class sizes (over 15 students) as follows. • 16-20 students: +1 TC For more than 20 students, another section will be added.	For low course enrollment (< 8 students), adjustments will be made as follows. • 3-credit course: 1.5 TC
Didactic (CH = Student Credit Hours)	1:1	<i>FNP:</i> NURS 7101 NURS 7103 NURS 7104 NURS 7601 NURS 7603 NURS 7605 <i>EMSN:</i> NURS 7303 NURS 7901 NURS 7903 NURS 7904 NURS 7905 NURS 7907 <i>NUED:</i> NURS 7105 NURS 7204 NURS 7205	3	3	Additional TC will be provided for large class sizes (over 18 students) as follows. • 18-24 students: +1 TC For more than 24 students, another section will be added.	For low course enrollment (< 10 students), adjustments will be made as follows. • 3-credit course: 1.5 TC

Date	Version	Key Change or Comment	Approved by
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Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes	
Labs and Other Courses (CH = Student Credit Hours)	1:1.5	NURS 7102	1	1.5	<p>TC is assigned based on 6 students per group. Additional TC will be provided as follows.</p> <ul style="list-style-type: none"> • 7-9 students: 2 TC <p>For more than 9 students, another section will be added.</p>	<p>For low enrollment (3-4 students), adjustments will be made as follows.</p> <ul style="list-style-type: none"> • 1-credit lab: 1 TC
		NURS 7106	1	1	<p>Additional TC will be provided for large class sizes (over 18 students) as follows.</p> <ul style="list-style-type: none"> • 18-24 students: +1 TC <p>For more than 24 students, another section will be added.</p>	<p>For low course enrollment (< 10 students), adjustments will be made as follows.</p> <ul style="list-style-type: none"> • 3-credit course: 1.5 TC
		NURS 7107	2	2	<p>TC is assigned based on 12 students per group. Additional TC will be provided as follows.</p> <ul style="list-style-type: none"> • 12-16 students: 3 TC <p>For more than 16 students, another section will be added.</p>	<p>For low enrollment (< 8 students), adjustments will be made as follows.</p> <p>2-credit course: 1 TC</p>

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5/2/2023	1b	New Policy	Dean's Leadership Council

Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes	
Practicum (CH = Student Credit Hours)	NA	<p><i>FNP:</i> NURS 7602 NURS 7604 NURS 7606 NURS 7609</p> <p><i>EMSN:</i> NURS 7908 NURS 7909</p> <p><i>NUED:</i> NURS 7207 NURS 7209</p>	<p>2 4 2 4</p> <p>3 4</p> <p>2 4</p>	3 (for all practicum regardless of CH)	<p>TC is assigned based on 6 students per group. Additional TC will be provided as follows.</p> <ul style="list-style-type: none"> • 7-9 students: 4.5 TC <p>For more than 9 students, another section will be added.</p>	<p>For low enrollment (3 students), adjustments will be made as follows.</p> <ul style="list-style-type: none"> • 3-credit course: 1.5 TC <p>No section will run with less than 3 students.</p>
Coordination	NA	See Didactic, Labs and Other Courses, and Practicum for a list of courses	NA	NA	<p>TC will be assigned as follows.</p> <ul style="list-style-type: none"> • 2-3 sections: 0.5 TC • 4-6 sections: 1 TC • For each additional 3 sections above 6: +0.5 TC <p>Sections taught by the coordinator are not included in determining the number of sections coordinated.</p>	

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Teaching in the PhD Program

Type	Ratio (CH:TC)	Course	CH	TC	Large and Small Class Sizes Adjustments And Other Workload Notes	
Didactic (CH = Student Credit Hours)	1:1	NURS 8313	1	1	Additional TC will be provided for large class sizes (over 8 students) as follows. <ul style="list-style-type: none"> 8-12 students: +1 TC For more than 15 students, another section will be added.	For low course enrollment (< 5 students), adjustments will be made as follows. <ul style="list-style-type: none"> 1-credit course: 1 TC 3-credit course: 2 TC
		NURS 8111 NURS 8112 NURS 8113 NURS 8211 NURS 8213	3	3		
Research Seminars and Practicum	NA	NURS 8311 NURS 8312 NURS 8314	3	NA	TC will be assigned as follows. <ul style="list-style-type: none"> Faculty of record receives 2 TC. Faculty mentors receive 1 TC for each student mentored; if the faculty of record also serves as a mentor, this teaching credit will be in addition to the credit received as faculty of record. 	
Dissertation	NA	NURS 9000	1-9	NA	TC will be assigned as follows. <ul style="list-style-type: none"> Dissertation committee chairs and co-chairs will receive 1 TC per semester per committee. A faculty shall serve as chair on no more than 4 dissertation committees. 	