READING HOSPITAL SCHOOL OF HEALTH SCIENCES
NURSING PROGRAM
POLICY NO. 201

SUBJECT: Faculty Workload

Responsibility of: Program Director
Revised: January, 2013 Reviewed: January, 2013

Purpose

To establish guidelines of consistency, equity, and flexibility together with a process for determining workload responsibilities that is uniform across the nursing program

Instructors are recognized as accountable professionals, who exercise flexibility to complete job responsibilities on or off campus.

The Nursing Program Director is responsible to provide the leadership for the implementation of the Faculty Workload Policy. The Nursing Program Director reserves the authority to make changes to the policy and/or faculty assignments at any time to meet the needs of the Nursing Program.

Fulltime faculty

Fulltime faculty maintain a 12 month (year-round) schedule

The academic year is composed of one week of student orientation preceding fall semester, two - 16 week semesters and one - 12 week semester. Fulltime Faculty are assigned roles in orientation week and all three semesters (Fall, Spring, and Summer) up to 12 workload credits per 16 week semester and 10 workload credits per 12 week semester not to exceed 30 workload credits per 12 month academic year.

Fulltime faculty are responsible to work 24 to 30 workload credits per academic year.

Fulltime faculty are expected to assist with student orientation week.

Exempt Status:

Fulltime faculty are exempt employees.

Faculty Teaching Assignments:

Assignments are made by Curriculum Coordinator on a semester by semester basis based on program needs and enrollment. Duties may be reassigned each semester according to the needs of the program. While all effort is made to maintain stability of the assignments, faculty are not hired into any one position or track, and will be assigned each semester according to the needs of the nursing program.

Teaching Workload Credit Hour Calculations

This formula is utilized to calculate the direct teaching responsibilities (classroom and clinical teaching hours).

- 15 hours of teaching in the classroom = 1 workload credit hour
- 45 hours of clinical teaching = 1 workload credit hour
- Course Coordinator

  Clinical courses = 3 workload credits for entire semester. Large clinical classes (over 75 students) will be assigned multiple course coordinators.)

  Non-clinical courses = 1 workload credit regardless of class size

- Chair of Standing Committee = 3 workload credit hours (assumes 3 hours of on-campus work per week)

Release Time:

Special projects as assigned by Nursing Program Director. Three hours of on-campus assigned project time per week for 15 weeks = 1 workload credit hour (Classroom equivalent). Release time for research or special projects is granted at the discretion of the Nursing Program Director

Core Competencies of Nursing Program Faculty

Core Competency 1
Facilitate Learning: Nurse Educators are responsible for creating an environment in classroom, laboratory and clinical settings that facilitates student learning and the achievement of desired cognitive, affective and psychomotor outcomes.

Core Competency 2
Facilitate Learner Development and Socialization: Nurse Educators recognize their responsibility for helping students develop as nurses and integrate the values and behaviors expected of those who fulfill that role.

Core Competency 3
Use Assessment and Evaluation Strategies: Nurse Educators use a variety of strategies to assess and evaluate student learning in classroom, laboratory and clinical settings, as well as in all domains of learning.

Core Competency 4
Participate in Curriculum Design and Evaluation of Program: Nurse Educators are responsible for formulating program outcomes and designing curricula that reflects contemporary health care trends and prepares graduates to function effectively in the health care environment.

Core Competency 5
Function as a Change Agent and Leader: Nurse Educators function as change agents and leaders to create a preferred future for nursing education and nursing practice.

Core Competency 6
Pursue Continuous Quality Improvement in the Nurse Educator Role: Nurse Educators recognize that their role is multidimensional and that an ongoing commitment to develop and maintain competence in the role is essential.

Core Competency 7
Engage in Scholarship: Nurse Educators acknowledge that scholarship is an integral component of the faculty role, and that teaching itself is a scholarly activity.

Core Competency 8
Function within the Educational Environment: Nurse Educators are knowledgeable about the educational environment within which they practice and recognize how political, institutional, social and economic forces impact their role.

Reference: NLN (National League for Nursing) Core Competencies of Nurse Educators with Task Statements; 2005.

Full time faculty job responsibilities falling within the framework of the NLN Core Competencies of Nurse Educators include, but are not limited to:

1. Teaching, classroom and clinical, in assigned courses. Instructors are expected to fulfill all teaching responsibilities; a substitute instructor may provide coverage in the event of attendance at a professional conference/workshop/seminar or in the event of unavoidable absence.

2. Providing formative and summative evaluation feedback to students

3. Maintaining office hours
    - a minimum of 4 hours per week scheduled at a time to meet the needs of the students
    - a copy of the office hour schedule should be given to school secretary and posted for students
    - hours should be scheduled at a time convenient to the students in the course of instructor's primary teaching responsibilities
    - hours should not conflict with scheduled meetings or other assigned duties
    - faculty are required to be personally available to students in their office during their posted office hours.
    - Example: Evening faculty may choose to have office hours of Tuesday and Thursday evening 1500 to 1700

4. Participating as an active member of the Faculty Organization and Curriculum Committees. Attendance at all Faculty Organization and Curriculum meetings is required; if this is not possible, contact Program Director

5. Serving as an active member on a minimum of one Standing Committee. Attendance at committee meetings and active participation in committee functions is required.

6. Participating in the nursing program workshops/in-service/faculty development programs. Attendance is required.

7. Advisement of students as outlined in Policy #340

8. Assisting with recruitment of prospective students at recruiting events and/or college fairs

9. Participating in all aspects of the Systematic Program Evaluation

10. Faculty members may be assigned to administrative projects with varying amounts of weekly obligations.

11. Service to the school, institution, and community. (Examples include student organization advisor, Discovery Program coordinator, participation in TEAS testing and recruitment events, Reading Hospital council membership, etc.)

12. Participation in scholarly activities

A sample fulltime faculty workweek is provided below:

24 hours of direct teaching responsibilities (workload credits)

16 hours of clinical supervision

4 hours of classroom instruction and 4 hours of designing course materials (or an additional 8 hours of clinical supervision for faculty without classroom responsibilities in a semester)

4 hours of office time (includes student advisement)

3 hours of preparing for clinical assignments

1 hour course meeting

2 hours of committee work or assigned special projects

2 hours of service to the school (RHSHS) or organization (Reading Hospital)

2 hours for student performance evaluations (feedback on student assignments, formative and summative evaluations)

2 hours of scholarship activities such as research/continuing education

Faculty may be assigned additional duties by Curriculum Coordinator or Director of Nursing Program as needed.

Instructors are expected to fulfill all their responsibilities. A full 8 hour day of PTO must be taken if an instructor has an absence and is unable to fulfill his/her responsibilities in any of the following assigned duties:

classroom teaching
clinical supervision
office hours
Faculty Organization Meeting
Curriculum Committee Meeting
Standing Committee Meeting
Course meetings
or any other faculty obligation

Faculty may be required to cover for absent faculty up to the maximum stated 30 workload credits per year. In the event of absences, faculty may be assigned to cover day, evening or weekend hours. The hiring of adjunct faculty will occur only after exhausting other possibilities. The assignments will occur in the following order whenever possible:

- Reassignment (reorganization) of duties from within course group as determined by the Course Coordinator and reported to Nursing Program Director. Course Coordinators may also be expected to assume additional duties.
- Additional coverage from within course group as determined by the Course Coordinator
    - Assignment of additional duties to meet the needs of the course, students and program
    - Plan must be reported by Course Coordinator to Nursing Program Director in advance of implementation.
    - Assignment of additional duties is to be performed in a responsible and equitable manner taking into consideration each individual's overall assignments.

    - Assignments by course coordinators may not subject any faculty member to exceed a personal maximum of 30 credits per academic year
- Reassignment of faculty from courses within the same track (day or EW) as determined by Nursing Program Director
- Reassignment of all other faculty/staff (other tracks) as determined by Nursing Program Director
- Hiring of additional adjunct faculty within budget constraints.

Faculty are required to maintain the number of assigned classroom and clinical teaching hours to maintain fulltime work status. A decrease in credit workload hours below the assigned roles as described in this policy can occur only after securing the written permission of the Director of the Nursing Program. For example, a faculty member assigned to three clinical groups may not be decreased to only 2 clinical groups without the written authorization from the Nursing Program Director. A reduction in assigned role responsibilities may result in the need for faculty to take PTO time, unpaid time, or change to part-time employment status.

Skills Laboratory Coverage –

Faculty assigned to cover hours in the simulation/skills laboratory are expected to be physically present in skills laboratory during their assigned hours to provide clinical remediation, academic tutoring, reinforcement of course content, preparation for clinical experiences, and student support for all nursing students in all courses. The Simulation Laboratory Instructor is responsible for coordinating this process. Nursing Program Director is responsible for setting the actual hours for faculty coverage based on needs of the program. (example 1600 to 2100 or 1500 to 2000)