

Info from Northeastern OSU – from Ken Kelsey:

Dr. Kelsey,

1. Thank you for asking. The work load policies for NSU faculty are found on pages 37-39 of the faculty handbook. It is available at this address: <https://offices.nsuok.edu/Portals/39/pdfs/facultyhandbook2015.pdf> We adhere to the RUSO guidelines in devising our policies. The deans and department chairs are responsible for working with the faculty should adjustments be required to fit unusual circumstances.
2. Faculty will maintain a minimum of eight hours of office hours during the regular semesters and five during the summer.
3. Faculty load will be 24 to 27 credit hours or their equivalents for an academic year. Weighting does occur for graduate classes, laboratories, studios, etc. Those vary by discipline. Any deviations from this must be agreed upon between the faculty member, the department chair, and the dean. Overloads are paid as warranted. Course load reductions or releases justified to Academic Affairs.

As far as the unwritten aspects, I do emphasize that teaching, scholarship, and service activities should constitute a full work load for any faculty member, although I hesitate to assign any hourly amount as we are professionals and should honor that status by filling our time toward the promotion of the academy's founding principles. I try to encourage an attitude of doing what is necessary to pursue excellence.

Good luck with your research.

Dr. Mark E Arant
Provost and Vice President, Academic Affairs
Northeastern State University
arant@nsuok.edu

Info from Southeastern OSU – from Kate Lane:

Hi, Tim,

I heard from the chair of English at Southeastern Oklahoma State University. It appears that they have a clearly-stated policy on both faculty load and office hours. Here's what I've learned:

According to their faculty handbook, the faculty load for full-time faculty is 12 hours per semester. According to their faculty handbook, all faculty are required to do 10 office hours per week. One office hour per work day is recommended. It also states that "faculty members teaching distance education classes may negotiate with the department chair to substitute up to five online office hours for five physical office hours" (SEOSU Faculty Handbook, section 4.9.2).

Please note Dr. Prus's note below about release time for certain faculty on their campus. Also, chairs on their campus teach 2 courses per semester.

Thanks,

Kate

Hi, Dr. Lane,
Here is a link to our Policy & Procedures Manual.

<http://lectures.se.edu/academic-affairs/policies-and-procedures/docs/academic-policies-and-procedures.pdf>

Course load policy can be found in section 4.7 and the office hours policy is in section 4.9.2. We generally teach a 4 course load (2 for chairs). However, the university offers release time, especially for coaches and faculty in the school of Business and Grad programs. It is estimated that there is the equivalent of 35 full-time faculty for release time. This is not good.

If you need any more information, feel free to contact me.

Randy Prus
Professor & Chair, Department of English, Humanities and Languages
Southeastern Oklahoma State University
580-745-2582
RPrus@se.edu

Info from East Central University – from Sheila Brintnall

From: Brintnall, Sheila [<mailto:SKBrintnall@nwosu.edu>]
Sent: Tuesday, October 27, 2015 1:03 PM
To: Pierson, Katricia [kpierson@ecok.edu]
Subject: NWOSU Faculty Senate Survey

Good day Dr. Pierson,

I am a member of the Faculty Senate at NWOSU. I am a Professor of Mathematics and the Teacher Education Coordinator for the Mathematics Education Program. I would appreciate it if you would take a few minutes to answer the questions below:

The NWOSU Faculty Senate is conducting informal research into faculty work load and office hours. Our intention is to rethink NWOSU policies on both of these issues. We are simply curious as to what our sister institutions are doing in regard to these topics. I hope you can help by answering a few questions:

1. In responding to the questions below are there university wide policies, departmental policies, or unwritten university or departmental expectations concerning faculty office hours and work load?
2. What is the policy and/or expectation for faculty office hours?

The university does not have a specific number of hours to be in the office. However, college deans are able to set expectations for their faculty. Our Stonecipher School of Business requires faculty to be in the office 10 hours a week, but no other college asks the same of faculty. The university requires faculty to post office hours in the course syllabus, on their office doors, and with the department chair and dean of their respective colleges.

3. What is the policy and/or expectation for work load (teaching hours, etc.)?

2.2.4 Full-Time Appointments

Full-time faculty have instructional and non-instructional duties as assigned by the university. Instructional duties include, but are not limited to, the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to advising students, serving on committees, sponsoring organizations, participating in professional organizations, and conducting research and other scholarly activity. A full-time faculty member should generally carry an instructional load of twelve (12) to thirteen and one-half (13.5) hours per semester and a non-instructional equivalent load of four and one-half to six (4.5 - 6) hours per semester so the full-time load would be the equivalent of eighteen (18) hours per semester.

Info from Panhandle State University – from Chandler Mead:

Dr. Maharry, in regard to the information from other universities I visited with Dr. Wayne Stewart from PSU.

Office Hours: The office hours are set by the Deans, they are documented in there accreditation reports, but are not written into policy. PSU requires five office hours per week for general faculty and 10 office hours for Education faculty.

Teaching Loads: General faculty 15 a semester 30 a year, education faculty 12 a semester 24 a year with student teachers included in the load, two student teachers equal one hour credit.

Release Time: Currently no, he said he has no one over 9 hour load

Info from Southwestern OSU – from Leigh Kirby:

From: Kirby, Leigh

Sent: Wednesday, October 14, 2015 1:02 PM

To: 'james.south@swosu.edu' <james.south@swosu.edu>

Subject: Faculty Senate

Dr. James South,

My name is Leigh Kirby and a psychology instructor at Northwestern Oklahoma State University. I am also the secretary of the faculty senate.

The NWOSU Faculty Senate is conducting informal research into faculty work load and office hours. Our intention is to rethink NWOSU policies on both of these issues. We are simply curious as to what our sister institutions are doing in regard to these topics. I hope you can help by answering a few questions:

1. In responding to the questions below are there university wide policies, departmental policies, or unwritten university or departmental expectations concerning faculty office hours and work load?

Office hour policy is written (faculty handbook); work load is based on RUSO policy

2. What is the policy and/or expectation for faculty office hours?

“Full-time faculty are expected to keep a minimum of ten regular office hours each week. Part-time faculty are required to hold a proportionate number of office hours. It is recommended that office hours be maintained in both mornings and afternoons. Office hours should be posted on or near the office door.”

3. What is the policy and/or expectation for work load (teaching hours, etc.)?

RUSO requires 30 hours of teaching load per year, and allows a 3 hour reduction for advising, committees, etc. We also allow (with proper documentation to the dean) a 3 hour reduction for scholarly and creative activity. That leaves most faculty with a 12 hour per semester teaching workload. Load for graduate classes is calculated using a 4:3 ratio – a 3 hour class carries four hours of load. If someone teaches ONLY graduate classes, they would teach 9 hours per semester.

Many instructors teach 15 hour loads, if they do not advise or do scholarly/creative activity.

Info from UCO & USAO – from Steven Mackie:

Hi Tim,

Thanks for collecting the information. I have responses from UCO and USAO...

From UCO:

1. In responding to the questions below are there university wide policies, departmental policies, or unwritten university or departmental expectations concerning faculty office hours and work load?

The policies below are university-wide policies that are stated in our faculty handbook.

2. What is the policy and/or expectation for faculty office hours?

"All full-time faculty members will establish and maintain in their UCO office, five to ten office hours per week, in addition to their regular teaching loads and other institutional responsibilities. These hours should be reasonably spaced over the week at times convenient to students. Each semester of

employment, faculty members will post on or near their door, publish in course syllabi, and maintain scheduled office hours during which they are available to students and colleagues. Part-time or adjunct faculty members shall be accessible to their students before and/or after each class period and shall make themselves available by appointment.

Faculty teaching exclusively online may maintain electronic online office hours, face to face, or a combination of both."

3. What is the policy and/or expectation for work load (teaching hours, etc.)?"Regular faculty members at UCO are considered to be full-time employees. Accepting a full-time position at UCO indicates that an individual has a primary professional obligation to the University and is accountable for his or her roles and responsibilities as a faculty employee.

The expected workload of a full-time faculty member is defined in terms of a course credit hour load according to the RUSO policy 3.17 and is the equivalent of eighteen (18) hours per semester. RUSO uses the credit hour as a form of currency to measure workload, where a full-time 18 credit hour load is equivalent to a workload of 40 hours per week. This means that 1 credit hour is equivalent to 2.22 workload hours (1 CH = 2.22 hrs).

Using the RUSO guidelines and current institutional workload practice at UCO, a full-time faculty member will carry an instructional load of 12.0 CHs (equivalent to 26.67 workload hours per week) and an instructional support load of 6.0 CHs (equivalent to 13.33 workload hours per week) for service and scholarly activities.

Fulfilling all the roles and responsibilities of a full-time faculty member is at least a 40-hour per week undertaking. However, due to evening, weekend, and asynchronous courses, some flexibility in the actual schedule may be needed. In all cases, full-time faculty should establish schedules so they will be available to students outside of class and will also be available to interact with faculty peers during normal working hours in the areas of service and shared governance."

Full-time faculty members with no service nor scholarly activity obligations (e.g., certain non-tenure track lectureships) teach 15 hours per semester.

From USAO

1. In responding to the questions below are there university wide policies, departmental policies, or unwritten university or departmental expectations concerning faculty office hours and work load?

-Not sure what you are asking here.

2. What is the policy and/or expectation for faculty office hours?

-10 office hours a week and be on campus 5 days a week

3. What is the policy and/or expectation for work load (teaching hours, etc.)?

-24 hours during the academic year

FROM NWOSU faculty Handbook:

5.1.3 Faculty Load. The instructional load of a faculty member cannot be measured solely by the number of course hours assigned. Teaching assignments of 12, 13, or 14 hours could conceivably produce equivalent loads. Northwestern considers 27 semester hours during a regular school year and 6 to 8 semester hours during the summer a normal teaching load. The standard load for business, social work and teacher education faculty is 24 semester hours during a regular school year.

In figuring the load for teacher education, supervision of two student teachers is the equivalent of three-fourths ($3/4$) semester hour of load. Supervision of one residency year teacher is the equivalent of one semester hour of load per academic year. Serving on two resident-year teacher committees is considered part of a teacher education faculty member's public school service (Resident-Year Teacher Committees) and do not count against load.

In figuring the load for graduate courses, one graduate semester hour is considered to be 1 and $1/3$ semester hours of undergraduate load.

In figuring load, one lecture hour is considered to be one semester hour of teaching load. Nursing faculty loads are calculated according to Oklahoma Board of Nurse Registration and Nurse Education recommendations.

All instructional staff members are expected to assume general university responsibilities in addition to teaching duties. Academic advising, committee membership, in-service study committee work, sponsoring organizations, and chaperoning are examples of such responsibilities.

3.1.7 Full and Part-Time Appointments.

(a) Full-Time Appointments. Full-time faculty have instructional and non-instructional duties as assigned by the university. Instructional duties include but are not limited to the teaching of assigned classes, evaluating the students in the classes, and meeting with those students who require assistance in their classes. Non-instructional duties include but are not limited to conducting research and other scholarly activity, advising students, serving on committees, sponsoring organizations, and participating in professional organizations. A full-time faculty member should generally carry an instructional load of twenty-four (24) to twenty-seven (27) hours per academic year and a non-instructional equivalent load of nine (9) to twelve (12) hours per academic year so the full-time load would be equivalent to thirty-six (36) hours per academic year.