

## **NESE COLLEGE OF NURSING FACULTY ASSIGNMENT GUIDELINES**

### **PURPOSE:**

The purpose of the faculty assignment guidelines is to promote optimal performance by Ross and Carol Nese College of Nursing (Nese CON) faculty members in meeting the needs and expectations of students and to provide mechanisms that ensure equitable and fair faculty teaching assignments.

### **GUIDING PRINCIPLES:**

- All full-time Nese CON faculty members are expected to participate in teaching, scholarship, and service to the community, the campus, the College, and the University.
- Each teaching assignment is composed of workload units (WLU).
- The number of WLU per teaching assignment varies according to the faculty member's line, rank, and type of appointment.
- The development of teaching assignments is a collaborative effort between the appropriate Associate/Assistant Dean and/or nursing program coordinator. The Dean and Campus Academic Officer are consulted as needed.
- A teaching assignment is typically for the academic year (AY), a 36-week contract period, or the designated contract period agreed upon (e.g., a 48-week contract).
- Teaching assignments may be adjusted by the Nese CON Dean or Campus Academic Officer for extenuating circumstances (e.g., a faculty member's request to reduce WLU with a salary reduction while working on a doctorate).
- If the faculty member disagrees with the proposed teaching assignment, an appeal may be made to the Nese CON Dean or Campus Academic Officer.
- Negotiation for a reduced teaching workload relative to complex course coordination, extraordinary service role, course development, use of new technologies, or other variables that may impact the teaching responsibilities may occur with those involved in the assignment development (Associate/Assistant Deans and Campus Coordinators).

### **GENERAL GUIDELINES:**

#### **NON-TENURE LINE:**

1. NT Teaching and Clinical line faculty members are assigned eight (8) WLUs per AY.
2. NT Research line faculty members are assigned six (6) WLUs per AY.
3. NT Research line faculty members are expected to teach at least one (1) WLU per AY.
4. NT faculty members on any line who have secured scholarship/research funding may negotiate with the appropriate Associate Dean to reduce teaching assignments to fulfill research responsibilities (12.5% Effort = 1 Course Buy Out).
5. NT faculty with unique job responsibilities will have WLUs adjusted based on the percentage of effort designated for their primary role (e.g., Center for Nursing Research statistical and research support).

## **TENURE-LINE:**

1. Tenure-line or tenured faculty members are assigned four (4) WLUs per AY.
2. Tenure-line or tenured faculty are expected to teach at least one (1) WLU per AY.
3. WLU allocation is pro-rated for co-teaching
4. WLU allocation for program directors on the tenure line includes:
  - Honors Program: 1 WLU per AY (0.5 WLU per semester)
  - PhD program director: 2 WLU per AY (1 WLU per semester)

Faculty who have secured research funding may negotiate with the Associate Dean for Graduate Education to reduce their teaching assignment in order to fulfill research requirements (15% Effort = 1 Course Buy Out).

## **WORKLOAD UNIT (WLU) ALLOCATION:**

### **Administrative WLUs\*:**

1. Campus Program Directors/Chairs:
  - a. RN to BSN Option only: 2 units per AY (1 unit per semester).
  - b. BSN Option at UP-HY: 3 units per AY (1.5 units per semester).
  - c. BSN Option at Campuses: 4 units per AY (2 units per semester).
  - d. Multiple program options: 4 units per AY (e.g., BSN, Second Degree [SCND], RN to BSN) (2 units per semester).
2. Graduate program directors:
  - a. DNP Option Coordinators: Depending on enrollment <25 students, 1 WLU per AY (.5/semester); enrollment > 25, 2 WLUs per AY (1 per semester).
  - b. DNP program director: 3 WLUs per AY (1.5 per semester).
3. Assistant Deans:
  - a. Assistant Dean for Outreach and Professional Development: 4 units per AY for administrative responsibilities
  - b. Assistant Dean for Undergraduate Nursing Education at the Commonwealth Campuses: 6 units per AY for administrative responsibilities.
  - c. Assistant Dean for Graduate Professional Programs: 6 units per AY for administrative responsibilities.

### **\*NOTE:**

- Administrative WLUs are based on the responsibilities associated with varied programs/positions.
- The nursing program campus coordinator may negotiate additional WLU to meet their responsibilities with the appropriate campus academic officer (Division Head/CAO/Associate Dean).
- Summer WLUs are based on administrative responsibilities.

**Didactic:**

1. One (1) WLU is equivalent to teaching two to three credits.
2. One-half (.5) WLU is equivalent to teaching one-credit.

**Undergraduate Clinical Supervision:**

1. One (1) WLU is equivalent to two credits of clinical (90 hours) with approximately 8 students per clinical section with direct supervision.
2. One-half (.5) WLU is equivalent to a one-credit clinical (45 hours) with approximately 8 students per clinical section with direct supervision.
3. One half (.5) WLU is equivalent to 2 credits of clinical (90 hours) with approximately 8 students per clinical section with indirect supervision (e.g., NURS 415)
4. Zero (0) WLU is designated for RN to BSN clinical experience because direct supervision of RN students is done by preceptors in collaboration with the course faculty.
5. Campus program directors/chairs, in collaboration with Associate Dean, may assign additional workload for clinical coordination if large courses have more than 6 clinical sections with multiple faculty and multiple clinical sites.

**Large Enrolled Courses With and Without Clinical:**

**Baseline enrollment of 50 or less gets 1 WLU for 2-3 credits and for each increment beyond the baseline an additional .5 WLU is added:**

- a. 51-100 students = .5 additional WLU
- b. 101-150 students = 1 additional WLU
- c. 151-200 students = 1.5 additional WLU

Note: Example - if teaching 165 students in a course, faculty would receive 2.5 WLU.

**Prelicensure Capstone (clinical only course):**

1. Capstone preparation (semester prior to the course) – one-half (.5) WLU for approximately 30-40 students
2. One (1) WLU for N450B for approximately 30-40 students.

**Special WLU Assignments:**

1. WLUs for Special assignment are determined collaboratively by the Associate Dean and/or Assistant Dean and Campus Nursing Program Director/Chair. Examples include Simulation Coordinator, Academic Success Coach, SNAPS, WLI, and other specific initiatives.

**BSN/SCND and RN to BSN courses:**

### **BSN/SCND Courses\***

N200W (3 credit didactic = 1 WLU)  
N225 (3 credit didactic = 1 WLU)  
N230 (2 credit didactic = 1 WLU, 2 credits of clinical = 1 WLU)  
N250 (2 credit didactic = 1 WLU)  
N251 (2 credit didactic = 1 WLU, 1 credit clinical = 0.5 WLU)  
N301 (2 credit didactic = 1 WLU, 2 credit clinical = 1 WLU)  
N302 (1 credit clinical = 0.5 WLU; if coordinating 1 WLU)  
N305 (3 credit didactic = 1 WLU)  
N306 (2 credit didactic = 1 WLU, 1 credit clinical = 0.5 WLU)  
N310 (2 credit didactic = 1 WLU, 1 credit clinical = 0.5 WLU)  
N320 (2 credit didactic = 1 WLU, 1 credit clinical = 0.5 WLU)  
N350 (2 credit didactic = 1 WLU)  
N405A (2 credit didactic = 1 WLU, 2 credit clinical = 1 WLU)  
N405B (2 credit didactic = 1 WLU, 2 credit clinical = 1 WLU)  
N415\*\* (2 credit didactic = 1 WLU, 2 credit clinical of 8 students per section = .5 WLU)  
N420 (2 credit didactic = 1 WLU, 2 credit clinical = 1 WLU)  
N450A (2 credit didactic = 1 WLU)  
N450B (3 credit clinical = 1 WLU for approximately 30-40 students)  
N480 (2 credit didactic = 1 WLU)

\*See large enrollment, clinical coordination, and capstone criteria

\*\*N415 clinical partial supervision

### **RN to BSN Courses**

N200W (3 credit course = 1 WLU)  
N251 or N352 (3 credit course = 1 WLU)  
N390 (3 credit course = 1 WLU)  
N357 (3 credit course = 1 WLU)  
N417\* (4 credit course = 1 WLU)  
N465\* (3 credit course = 1 WLU)  
N475\* (3 credit course = 1 WLU)

\*RN to BSN courses are designated as 1 WLU because there is no direct faculty supervision of RN student clinicals.

## **GRADUATE COURSES**

### **Clinical Supervision**

1. One (1) WLU is equivalent to supervising approximately 5-8 students per clinical section
2. One-half (.5) WLU is equivalent to supervising approximately 4 students per clinical section

### **Course Assignments Online Teaching:**

Updating an online course, including readings, assignments, rubrics, and minor module changes, are part of the WLU.

Course Development/Conversion to online format\*

- 50% or greater revisions of current online course (One half (.5) WLU)
- Flipping current RI course to online instruction (One half (.5) WLU)
- Development of a new course for online instruction (One (1) WLU)

\* No supplemental salary is provided if course development or revision is assigned as a workload unit during the contracted period. The percent of revision is determined in consultation with the World Campus or Nese CON instructional designers.

***CON Administrative review 2.10.2020***

***Editorial Updates 12.7.2021***

***CON Administrative Review and Update 2.14.2023***