



# National University of Health Sciences General Policies

Title: Faculty Teaching Load

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Date Adopted: 05/31/94

Date(s) Revised: 06/19/21

President

Date

## POLICY STATEMENT

National University of Health Sciences (NUHS) is dedicated, in principle, to the ideal that, for purposes of optimizing the educational process, the faculty teaching load should be carefully evaluated and maintained at reasonable levels. It further recognizes that there are circumstances which impact that which is optimum, such as fluctuation in student numbers from one semester to another, the subject matter in question and the relationship of lecture to laboratory hours. Accordingly, it shall be the policy of this institution to make every effort to keep the average weekly contact hours at or below fifteen, wherever and whenever this is possible.

NUHS seeks to advance research in the health sciences, but the nature of our academic programs are professional rather than research, thus we are more a teaching university. As such, the majority of faculty time is spent in teaching and related activities.

AREA	DESCRIPTION	APPROXIMATE PERCENTAGE OF TIME	LOAD WITH APPROXIMATE HOURS PER WEEK
INSTRUCTION	Teaching courses/labs, class preparation, course management, student issues related to courses.	70%	<ul style="list-style-type: none"> <li>• 12 contact hours minimum to 15 contact hours*, (in class/lab sections) per week, per trimester</li> <li>• 12 hours prep time</li> <li>• 4 posted office hours for student appointments</li> </ul> Total: 28 hours minimum
SCHOLARSHIP, RESEARCH AND PROFESSIONAL DEVELOPMENT	Inclusive of research or discovery, integration and synthesis, application and professional development activities in content area and/or pedagogy	20%	8 Hours
SERVICE / ADMINISTRATON	Institutional activities, committees, projects	10%	4 Hours
		Total: 100%	40 hours base minimum

\* Many universities employ systems assigning contact hour equivalencies to a myriad of instructional and university activities. NUHS will base the faculty load equivalency system on contact hours. Equivalencies may be granted for such things as developing new courses or special research or university projects, per approval of the appropriate Chair, Dean and VP for Academic Services. Faculty who carry more than 15 contact hour loads will receive additional payment per contact hour as overload pay. Full-time faculty who cannot meet the 12 contact hour minimum load will be expected to assist in other teaching areas, for example, a full time faculty member teaching 6 hours per week in the College of Professional Studies could be assigned/granted additional teaching responsibilities in the College of Allied Health Sciences or assigned/granted equivalent hours for research/university projects.

\*\*Performance evaluations will be based on the three (3) key areas of faculty involvement: Instruction, Scholarship/Professional Development, and Service/Administration, with metrics designed to evaluate performance against specified outcomes.