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**Responsible Office:** Academics  
**Applies to:** Full- and Part-time Faculty  
**BOT Approved:** 12/16/2025

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**Policy:** Rhodes State College establishes clear faculty workload expectations that uphold the College's mission, teaching excellence, student success, and workforce readiness. In alignment with Ohio Revised Code (ORC) 3345.45 and the Standards for Instructional Workloads by the Chancellor dated 10/15/2025, the College affirms that undergraduate instruction is the primary responsibility of faculty at the College. The Faculty Workload policy shall be reviewed and revised as necessary every five (5) years with Board of Trustees approval each time.

**I. Definitions:**

- a. Full-time faculty – Faculty members who are employed with a 1.0 full-time equivalency (FTE) classification or 40 hours per week.
- b. Part-time faculty – Faculty members who are employed with a .5 to .9 FTE classification or between 20 – 36 hours per week.
- c. Teaching responsibilities - The duties directly related to instruction and academic related activities, including but not limited to:
  - i. Deliver lecture, laboratory, and clinical instruction.
  - ii. Assess and evaluate student learning.
  - iii. Activities related to continuous improvement for course and program effectiveness.
  - iv. Support accreditation processes and compliance activities.
  - v. Develop, revise, and maintain curriculum.
  - vi. Provide academic advising and/or academic student tutoring/remediation.
  - vii. Maintain five (5) scheduled office hours:
    1. Faculty teaching traditional and hybrid modalities will have three (3) office hours on campus and two (2) virtual office hours;
    2. Faculty teaching 100% online may schedule five (5) virtual office hours.
- d. College Service - Professional activities that support institutional operations, governance, and student success, such as:
  - i. College councils, committees and/or participation in an assigned institutional initiative.
  - ii. Engagement in institutional grants.
  - iii. Active participation on national, state or local boards and/or committees.

- iv. Engagement in community sponsored events
- e. Scholarship/Research – Profession based contributions that advance knowledge, teaching, or practice.

## II. Policy Details

Rhodes State College recognizes that faculty roles vary by department, discipline, and institutional need; therefore, differentiated workload assignments are essential. While responsibilities may include teaching, scholarship/research, commercialization, and service, all faculty are required to contribute to undergraduate instruction, consistent with ORC 3345.45 and the College's mission.

Workload expectations are determined in collaboration with the Academic Dean and program administrator ensuring equity, clarity of roles, and alignment with institutional standards. Workloads may be differentiated based on teaching, accreditation requirements, program demands, and strategic priorities; however, the total departmental workload, defined in credit hours, must support the College's emphasis on undergraduate teaching.

- a. General Education and Associate Degree Programs  
Faculty primarily assigned to general education courses, associate degree programs (transfer pathways), applied associate degree programs, and certificates will have a minimum of 75% - 80% of the workload devoted to teaching related activities. Faculty with institutionally assigned responsibilities such as research, accreditation reports, or administrative duties may be assigned reduced teaching loads that equals no less than 75% of the workload when such work directly benefits the institution. Other faculty shall have a minimum of 80% of the workload assigned to teaching related activities to ensure compliance with the Chancellor workload standards and state expectations (ORC 3345.45).
- b. Baccalaureate Programs  
Faculty teaching primarily in baccalaureate programs shall have assigned teaching activities as their primary responsibility. Faculty are required to be assigned teaching related activities that do not fall below the minimum threshold of 70% of the teaching workload.
- c. Part-time Faculty  
Part-time faculty are appointed to fulfill instructional responsibilities based on enrollment demand or specific program needs. Their primary responsibility is teaching and teaching-related activities. Therefore, the specific instructional assignment for each part-time faculty member is determined by appointment with the College.

## d. Special Cases

It is recognized that some faculty appointed to roles that differ from standard workload expectations such as, but not limited to, faculty with special institutional assignments, research appointments, or positions funded in part by external grants. In these cases, teaching assignments should be set by the appropriate Academic Dean in collaboration with the program administrator and approved by the Vice President for Academic Affairs.

Under no circumstances may the College reduce its established emphasis on undergraduate teaching in a way that conflicts with its mission or state law (ORC 3345.45). Final authority for workload policy rests with the College Board of Trustees.

## III. Workload Equivalency

The faculty workload is figured in credit hour with a contact hour equivalence as shown in the table below.

Table 1: Credit hour to Contact hour Equivalency

Type of Instruction	Credit hour(s)	Contact hour(s)
Lecture/Seminar	1	1
Laboratory	1	2
Clinical	1	3
Directed Practice	1	5
Practicum	1	7
Cooperative Work Experience	1	10
Field Experience	1	12

Each academic department is allocated a designated number of credit-to-contact hours for instruction per academic year. Individual faculty teaching loads may vary by semester based on enrollment and institutional priorities; however, the annual faculty teaching workload will achieve the required number of credit hours. If a faculty member's annual instructional load exceeds the assigned credit hours, the additional hours will be compensated at the adjunct faculty rate. With Academic Dean approval, faculty may elect to teach 4 – 6 credit hours, not to exceed 6 contact hours based on the credit hour to contact hour equivalency table, per semester above their assigned departmental workload. Additional assignments exceeding the limits stated above must be approved by the Division Dean in collaboration with the VPAA and are permissible only under circumstances of increased enrollment or emergency faculty coverage.

The designated departmental assigned workload refers to the total instructional workload allocated to each academic department for an academic year. This workload establishes the framework for distributing teaching responsibilities

among faculty within the department. It ensures alignment with institutional priorities, enrollment demands, and resource availability. Departments use this designation to plan schedules, balance instructional needs, and maintain equitable faculty assignments.

Table 2 outlines the designated instructional workload for each academic department by converting credit hours to contact hour expectations and annual teaching requirements. The table illustrates how workload varies by discipline based on teaching methods, laboratory or experiential activities while maintaining equitable and transparent workload expectations across departments.

Table 2: Assigned Teaching Workload (34 Code of Federal Regulation [C.F.R.] 600.2)

Department	Total Designated Credit Hours by Semester	Contact Hour Equivalency by Semester	Annual Teaching Workload 9 mo. & 10 mo. Faculty by Credit Hour	Annual Teaching Workload 12 mo. Faculty by Credit Hour
Addictions, Mental Health, and Social Work Assistant	16	16	32	48
Agriculture Technology	16	16	32	48
Business	16	16	32	48
Arts, Humanities, Mathematics and Social Sciences	16	16	32	48
Physical & Biological Sciences	15-16	16	30-32	45-48
Baccalaureate Nursing	14	16	28	42
IT and Engineering	13	18	26	39
Practical & Associate Nursing and Allied Health, including EMS	9-11	18-20	18-22	27-33

#### IV. Violations

Administrative actions for non-compliance with this policy may include remedial training, disciplinary measures, or termination for cause. Any termination under these circumstances requires a recommendation from the Academic Division Dean, Vice President for Academic Affairs or equivalent administrator, concurrence of the President, and approval by the Board of Trustees.

**References:**

[Ohio Revised Code 3345.45](#)

**Related Policies or Procedures:**

Faculty Workload Procedure 3.06(a)

[Disciplinary Action and Due Process, 5.5](#)

**History:**

	Date:	Reason:
Issued:	12/16/2025	Board of Trustee Approval
Revised:		

*This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and/or procedure may be suspended, modified or cancelled as determined by the College. This policy and/or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.*