

Faculty Workload, 3.06(a)
Chapter 3: Academic

Purpose:

The purpose of this procedure is to ensure consistent, transparent, and equitable implementation of the Faculty Workload Policy across all academic departments at Rhodes State College. This procedure outlines the step-by-step workflow for assigning, reviewing, approving, and monitoring faculty workloads in accordance with Ohio Revised Code (ORC) 3345.45, *Standards for Instructional Workloads (10/15/2025)* requirements, accreditation expectations, and institutional standards for teaching, service, and administrative responsibilities.

Procedure:

1. Faculty Workload Assignment (Department Level)
 - a. Program administrator and faculty prepare draft assignments based on teaching load requirements.
 - b. Academic Division Deans review and approve final draft workloads.
2. Review and Approval
 - a. Academic Division Deans collaborates with the VPAA to verify compliance with the Faculty Workload policy and ORC 3345.45 requirements.
 - b. Final approval is issued.
3. Monitoring and Adjustments
 - a. Program administrator monitor enrollment and recommend revisions as necessary.
 - b. Unexpected circumstances may require workload revisions with Dean/VPAA approval.
4. Record Management
 - a. All workload documentation is recorded and maintained electronically by the Academic Division Dean.
5. Faculty Workload Policy Approval
 - a. College Board of Trustees has final authority to review and approve Faculty Workload policy 3.06 every five years.

Related Policies or Procedures:

Faculty Workload Policy 3.06

History:

	Date:	Reason:
Issued:	10/29/24	Original issue date
Revised:	12/16/25	Created in coordination with Faculty Workload Policy

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.