

Myron B. Thompson School of Social Work  
Office of Public Health Studies (OPHS)  
Faculty Teaching Workload Policy  
Approved by OPHS faculty 10-4-16

The BOR and UHPA contract has defined the standard workload of faculty at the University of Hawaii as 24 credit hours (8 courses) per year for classroom lecture instruction. Appropriate measures of other modes of instruction, as well as of non-instructional activities may be established based on the mission of the university unit and program and may substitute as equivalent to traditional classroom instruction in defining workload.

The School of Social Work, including the Department of Social Work and the Office of Public Health Studies, requires faculty to conduct and disseminate exemplary research and carry heavy advising loads for their baccalaureate, masters, and doctoral students. Also, instruction typically includes practice and research components that tend to be more time consuming than classroom-lecture instruction. Thus, both departments allow reduction from the 24 credit hours for equivalencies involving exemplary research, heavy advising, and non-classroom-lecture modes of instruction as well as service activities.

The workload policies and corresponding equivalencies are reviewed by the respective units every two years. Additionally, the assessment of faculty compliance with the established workload policies is carried out annually.

UH Schools and departments can develop their own standards that consider other equivalent duties of faculty. OPHS offers undergraduate courses and confers certificate, masters, and doctoral degrees. OPHS instructional ("I") faculty members also have responsibility to conduct research, to publish, and to provide department, university, professional, and community service. OPHS has established internal standards for research productivity, which include a minimum of 6 peer-reviewed publications every 3 years, serving minimally as a PI or Co-I on one research project and participating in another per year, and engaging undergraduate and graduate students in research, publishing, and presentation opportunities.

OPHS Specialist faculty members are hired for a specific job description that may be externally and/or internally funded. If the position is 100% externally funded, these Specialists ("S" positions) and Researchers ("R" positions) have no teaching responsibilities. However, if the position is funded fully or in part by departmental funds, the job description includes teaching. All "S" and "R" faculty also are required to provide service and serve as student advisors and/or academic program committee members, as long as it is consistent with the provisions of their external funding source.

Because new undergraduate, masters, and doctoral courses and students are being added as we move toward becoming a School of Public Health, our teaching loads are increasing. At the same time, OPHS wants to reward faculty members that are actively engaged in research. OPHS also wants to encourage faculty members to secure extramural funding to support their work, which allows faculty members to "buy out" of teaching. However, OPHS also believes that every permanent faculty member should teach at least 1 course per year, regardless of amount of buy-out. As a consequence the maximum %FTE that a faculty member can charge to an external funding source would be 87.5%, as 12.5% of salary would need to come from University sources to cover the 1 course requirement.

This updated workload policy reflects university standards and OPHS conditions.

- 9-month "I" faculty members are expected to maintain active research programs as well as provide service to their departments, the university, and their professions, and in addition to these activities will teach 4 non-499/699 courses per year. A faculty member in this category may request a course reduction for every 25% of his/her base salary covered by non-departmental funding, up to 3 courses.

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In order to establish an equitable distribution of workload and better define equivalencies, a standard “course” in the context of the UHPA contract is herein defined as a three credit lower division undergraduate (UG) course with 20 or fewer students. Courses of lower or higher credits are counted proportionately. Larger classes, upper division, and graduate classes would be assigned proportionately higher credit equivalent values as described in Appendix A. Overall this means that in terms of credit equivalents the standard workload expected of faculty to meet their obligations under the UHPA contract would be 24 credit equivalents, which is met by various combinations of the required 4 courses, adjusted for complexity and the number of students, and other equivalent teaching, research, and service duties expected of faculty as described in Appendix A.

- 11-month “I” faculty members are expected to maintain active research programs, and will be expected to teach 5 non-499/699 courses per year. A faculty member in this category may request a course reduction for every 20% of his/her base salary covered by non-departmental funding, up to 4 courses. During the additional two months of duty time 11 month “I” faculty would perform proportionately more teaching and or equivalent duties, as needed, such that the overall number of courses per year would equal 5 in OPHS. The corresponding equivalency requirement would be 27 credit equivalents for an 11 month “I” faculty.
- 11-month “S” faculty workload will be negotiated with the department chair annually. Teaching load will vary depending on duties assigned.

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Appendix A

Teaching Equivalents

Under the UHPA contract a standard workload of 24 credits is established. In order to further establish equivalencies and equitably assign workload, the Office of Public Health Studies has established a standard course as teaching one 3 credit undergraduate lower division course to 20 or fewer students. This would correspond to a typical 3 credit class taught at a community college and allows for comparison across the UH system. A UH Manoa 9 month “I” faculty member teaching 8 such courses (24 credits) with no other equivalent duties would meet the requirements as outlined in the UHPA contract. Furthermore, as outlined in the contract, a department may define equivalent workload items that may substitute for such direct classroom teaching and thereby reduce the teaching workload. As shown in Table 1 below teaching equivalencies that are still instructional in nature may come about as a result of greater workload due to more complex classes, greater numbers of students, or through individualized student-faculty interactions that do not fit the strict definition of credit hours, yet are fundamental to the educational mission. In addition faculty are expected to conduct fundamental original research activities and contribute to administrative and service requirements in the department which contribute to a faculty member’s workload.

Table 1 Teaching equivalencies for excess difficulty or non classroom activities.

<b>Teaching Activity</b>	<b>Workload Multiplication Factor</b>	<b>Credit equivalents</b>
Standard 3 cr 100/200 level ≤20 student Class	1.0	3.0
3 cr 300/400 level ≤20 student class	1.2	3.6
3 cr Graduate level ≤20 student class	1.4	4.2
Students in excess of 20	1.02 X # students > 20	.02 Credit equivalents per student
O, W, or E designation		+1.5 Credit equivalents/ 3 credit class
MS/MPH Committee Chair		0.3 Credit equivalents per student
MPH/MS/DrPH/PhD committee Member		0.1 Credit equivalents/student
PhD/DrPH Chair		0.5 Credit equivalents / student
499 Directed Research/Teaching		0.12 Credit equivalents /student
699 Directed Research/Teaching		0.14 Credit equivalents /student
Mentoring UG student project		0.12 Credit equivalents /student

All faculty are expected to conduct original research/scholarly activity in their respective fields. The Department annually assesses faculty in this area on the basis of established criteria. For all faculty meeting this requirement it is assumed that these research activities are equivalent to 6.0 credit equivalents. Any additional equivalency credit for work in the research category can only be provided

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through buyout of time via external funding or designated internal funding, such as that provided for new faculty to develop their research programs, as described above and in Table 2.

Service to the department, the university, and the profession is expected of all faculty members. Performance of these duties will be assessed yearly according to established departmental criteria, and those meeting department expectations will be credited with a maximum of 3 credit equivalents toward the 24 credit standard expectation. An exception to this maximum would be for any service, research buyout, or administrative activities that are specifically given FTE buyouts, such as those listed in Table 2.

Table 2. Equivalencies for designated research, administrative, and service activities.

<b>Activity</b>	<b>Maximum FTE % Buyout</b>	<b>Credit Equivalent</b>
Dept Chair	25%	12.0 CE
Dept Assoc. Chair	25%	6 CE
Grant/Contract Buyout	88%	21 CE Max
Manoa Faculty Senate Chair**	50%	12 CE
Manoa Senate Executive Committee	25%	6 CE
Faculty Athletic Representative**	50%	12 CE
Other* .....	100%	24 CE Max

\* e.g. Internal departmental buyout, sabbatical, maternity/family leave, sick leave, LWOP, etc.

\*\* These equivalencies are specified by the University of Hawaii of Manoa charter.

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Rank	BOR Policy	Teaching Workload	Research Equivalency	Service Equivalency	Buy-out	Total
I-2	4-4	4-4 24 credit hour	None	None	None	T = 24
I-3, I-4, I-5	4-4	<b>2-2</b>  <b>3cred for 100/200 level courses</b>  <b>3.6cred for 300/400 level</b>  <b>4.2cred for graduate level courses</b>  <b>Students in excess of 20 0.02 Credit equivalents per student</b>  <b>O, W, or E designation +1.5 Credit equivalents/ 3 credit class</b>  <b>MS/MPH Committee Chair 0.3 Credit equivalents per student</b>  <b>MPH/MS/DrPH/PhD committee Member 0.1 Credit equivalents/student</b>  <b>PhD/DrPH Chair 0.5 Credit equivalents / student</b>  <b>499 Directed Research/Teaching 0.12 credits/student</b>  <b>699 Directed Research/Teaching 0.14 Credit equivalents /student</b>	<b>Mentoring UG student project 0.12 Credit equivalents /student</b>  <b>3cred for 6 publications over 3 years</b>  <b>3cred to serve as PI/Co-PI on 2 research projects per year</b>	<b>1.5cred to provide service to professional research association (board, reviewer, etc).</b>  <b>1.5cred for service on dept cmtes.</b>  <b>6cred to serve as dept chair</b>  <b>3cred to serve as assoc dept chair</b>  <b>3cred to serve on university cmte</b>	<b>6cred for every 25% of salary offset for funded research</b>	T+R or S = 24