

**DEPARTMENT OF NURSING
SCHOOL OF NURSING AND DENTAL HYGIENE
UNIVERSITY OF HAWAI'I AT MĀNOA**

WORKLOAD EQUIVALENCY MATRIX

EFFECTIVE JANUARY 1, 2016

Approved: Dept of Nursing Faculty on 10/20/14; Updated following consultation on 9/28/15

Category	Workload Credit (WLC) Equivalency
FACULTY WORKLOAD PER ACADEMIC YEAR	
9 Month Tenured Faculty (I) ^{A,B,1,2}	24 WLC per academic year (fall & spring) - 18 WLC Teaching (9 fall; 9 spring) - Up to 3 WLC Scholarship (with formulated plan) per semester (1.5 fall; 1.5 spring) - 3 WLC Service (1.5 fall; 1.5 spring)
11 Month Tenured Faculty (I) ^{A,B,1,2}	30 WLC per academic year (24 WLC fall & spring; 6 WLC summer) - 21 WLC Teaching (9 fall; 9 spring; 3 summer) - Up to 4.5 WLC Scholarship with formulated plan (1.5 fall; 1.5 spring; 1.5 summer) - 4.5 WLC Service (1.5 fall; 1.5 spring; 1.5 summer)
11 Month Tenure Leading Faculty (I) ^{A,B,1,2}	30 WLC per academic year (24 WLC fall & spring; 6 WLC summer) - 12 WLC Teaching (6 fall; 6 spring) - 3 WLC Service (1.5 fall; 1.5 spring) - 15 WLC Scholarship (4.5 fall; 4.5 spring; 6 summer)
9 Month Not-Eligible-for-Tenure Faculty (I) ^{A,B,1}	24 WLC per academic year (fall & spring) 24 WLC Teaching (12 fall; 12 spring) - May be eligible for up to 3 WLC Service for advanced service to the DON or University, as negotiated with the Dept. Chair, e.g., chair of a major committee (1.5 fall; 1.5 spring)
11 Month Not-Eligible-for-Tenure Faculty (I) ^{A,B,1}	30 WLC per academic year (24 WLC fall & spring; 6 WLC summer) - 30 WLC Teaching (12 fall; 12 spring; 6 summer) May be eligible for up to 4.5 WLC Service for advanced service to the DON or University, as negotiated with the Dept. Chair, e.g., chair of a major committee (1.5 fall; 1.5 spring; 1.5 summer)
Faculty with Funded Research/ Extramural Grants or Contracts (I,R,S) ^C	3 WLC reduction per semester for each 25% of funded salary (including summer for 11-month faculty) - If funding begins during a semester the buyout becomes effective in the following semester.

Category	Workload Credit (WLC) Equivalency
	<ul style="list-style-type: none"> - Faculty considering an individual project buyout that is greater than 25% must submit a request to the Dean. - Faculty may be bought out for up to their entire instructional workload requirement.
PROGRAM DIRECTORS	
Director/Advisor <ul style="list-style-type: none"> - Executive RN to BS - Graduate Specialty Program 	3 WLC for up to 30 students per semester 3 WLC prorated for every 30 additional students/per semester (3 WLC = 30 students)
Director <ul style="list-style-type: none"> - Doctoral Program (DNP, PhD) 	3 WLC / semester
COURSE COORDINATION	
Coordinate Undergraduate Linked Didactic and Clinical Courses (I faculty): ⁷ <ul style="list-style-type: none"> - NURS 210/210L, 220/220L, 320/320L, 360/360L, 450/450L, 460/460L, N462/462L-Exec RN-BS, N465/N465L-Psych-MH 	5 WLC each time the course is offered
Coordinate Clinical Courses: <ul style="list-style-type: none"> - GEPN (MEPN), NURS 612, 675 	2 WLC for 0 – 40 students 3 WLC = > 40 students
Coordinator Clinical Site Placement: <ul style="list-style-type: none"> - NURS 675 	6 WLC for 0 – 40 students 3 WLC for each increment up to 20 students (3 WLC = 20 students)
DIDACTIC COURSES	
Didactic Courses (face-to-face or hybrid): <ul style="list-style-type: none"> - Undergraduate and Graduate 	1 WLC for each academic credit 1 additional WLC > 50 students (1 WLC for each academic credit = 50 students)
Didactic On Line Course (web-delivered): ⁵ <ul style="list-style-type: none"> - Undergraduate and Graduate 	1 WLC for each academic credit Prorate for each student > 25 (1 WLC for each academic credit = 25 students)
CLINICAL COURSES, PRACTICUM & FIELDWORK	
Clinical Courses (direct supervision): <ul style="list-style-type: none"> - Undergraduate: NURS 210L, 220L, 320L, 360L, 450L, 465L - GEPN (MEPN): Pre-licensure Clinical Courses^D 	2 WLC for 1 clinical course credit with 1:10 faculty:student ratio Prorate if actual enrollment is < 8 based on baseline of 10 students (2 WLC for 1 clinical course credit = 10 students)
Undergraduate Precepted Practicum (indirect supervision): <ul style="list-style-type: none"> - NURS 460L 	1 WLC for 2 students Faculty is expected to conduct 5 minimum clinical site visits/student/semester. Students with special circumstances may require more frequent visits.
Graduate Precepted Practicum (indirect supervision): <ul style="list-style-type: none"> - NURS 517L 	3 WLC for every 8 students Prorate if < 8 or > 8 students (3 WLC = 8 students) Maximum 2 sections (6 WLC = maximum of 16 students)

Category	Workload Credit (WLC) Equivalency
- NURS 675-NP practicum - NURS 664, 693, 775	
Field Work Courses: - NURS 462L- Exec RN-BS - NURS 672	3 WLC for each semester students are enrolled; maximum of 15 students per semester
Graduate Clinical Courses: - NURS 612L, 693 ^D	3 WLC for every 8 students Prorate if < 8 or > 8 students (3 WLC = 8 students)
HONORS RESEARCH & DIRECTED STUDY COURSES	
Honors Research Supervision: - NURS 481	0.5 WLC for 3 students/per semester; maximum of 15 students per semester
Directed Study Courses: - NURS 399, 699	NURS 399 and 699: - No WLC if taught as an independent study; - WLC equivalent to designated course credit if taught as a required course
PhD Research Practicum: - NURS 777 ⁴	No WLC for 0-4 students; 1 WLC for each additional student
Thesis and Doctoral: ^{4,6} - NURS 776, 700, 800	No WLC for 0-4 students; 1 WLC for each additional doctoral student: - PhD students for a maximum of 3 semesters/student - DNP/SIP students for each semester
Development of New Required Course	1 WLC per course

END NOTES:

^A Inclusive teaching responsibilities: Faculty are expected to: (1) Attend course and faculty meetings, (2) Supervise independent studies and masters/doctoral students as part of the expectations for their assigned workload, and (3) provide academic advising. UH Mānoa designated graduate faculty will be assigned advisees/chair responsibilities unless they are: (a) in their 1st year of teaching, (b) appointed on a semester basis, or (c) appointed as research faculty.

^B Scholarship and Service Activities:

Scholarship consists of at least one of the following activities per semester: PI on grant, grant submission, and submission or working on peer reviewed publication
Service (Tenure Leading/Tenured faculty): specified by UHM & DON procedures for Tenure/Promotion. Service (NET faculty): evidence of active involvement and application of professional competence at the school, university, or professional/lay community level.

Aggregate Faculty Benchmarks (approved DON Faculty Senate 12/13/10): at least 85% of the tenured and tenure-leading faculty members will publish in peer-reviewed journals and/or present at scientific meetings during a 2 year time period; at least 75% of the tenured and tenure-leading faculty members will be funded or will have submitted a grant for funding annually; at least 95% of the full time faculty

members are involved in service at the department, School, University and/or professional levels annually.

C Procedure for WLC Buyout. A faculty member considering an individual project buyout that is greater than 25% may submit a request to the Dean to waive the policy if warranted by the demands of the project. Faculty may have more than one project and be bought out for portions or their entire teaching requirement.

Supporting Documentation:

- 1 R-03, BOR Policy 9-16, Teaching Assignments for Instructional Faculty. Section 9-16 a.,
- 2 Criteria and Guidelines for Faculty Tenure/Promotion Application University of Hawaii at
- 3 Mānoa, September, 2012, p. 7
- 4 2009-2015 Faculty Contract. ARTICLE IV, FACULTY PROFESSIONAL RESPONSIBILITIES AND
- 5 WORKLOAD Section B.
- 6 Academic advising is responsibility of Full/Associate Grad Faculty (UH Office of Graduate
- 7 education); average 3-4 PhD advisees per advisor (Peer Institution Schools of Nursing PhD
- 8 Advisors, 1/31/14)
- 9 Literature Review- Best Practices for Online Courses - Optimal Class Size; average 18-25
- 10 students
- 11 Advising Workload DNP Comparisons (February 2014)
- 12 Draft Undergraduate Course Coordinator Responsibilities, Department of Nursing