



St. John's College Policies and Procedures

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SYSTEM: HSHS	MANUAL(S): HSHS St. John's College Policies
TITLE: Faculty Workload Policy	ORIGINATING DEPARTMENT: St. John's College
EFFECTIVE DATE: 06/01/2025	REVISION DATE(S):
SUPERCEDES: Local ministry handbooks/catalogs/policies adopted prior to the effective date of this policy.	

Purpose:

The purpose of this policy is to detail faculty workload expectations and calculations.

Policy:

I. Work Assignments

- a. It is recognized that full-time faculty members normally average forty (40) or more hours per week in carrying out their professional responsibilities.
 - i. The reference to forty (40) hours is a generalization intended for recognition of the many non-assignable duties that faculty members perform.
 - ii. It does not establish a threshold of maximum assignable hours. It is further recognized that a college faculty member's work assignment includes a number of diverse professional responsibilities.
- b. The full-time faculty academic year work assignment will commence on August 1 before the start of the fall semester and conclude on May 31 at the end of the spring semester.
 - i. The academic year is equal to ten (10) months.
- c. Classroom teaching, lab and clinical teaching, and other contacts with students form the core of the faculty work assignment.
- d. Additionally, professional development, service to the college, and scholarship are the other core components of a faculty member's work assignment.
 - i. A faculty member will plan to engage in such activities as student mentoring, course evaluation, classroom preparation, the evaluation of student performance, committee assignments, classroom research and community service as part of the overall work assignment.
 1. Some of these activities may be completed off campus.
 - ii. Faculty members, regardless of online or onsite assignment(s), are expected to meet the professional obligations described in this policy.
- e. It is also recognized that the work assignments of part-time faculty include similar duties performed on a prorated basis.

II. Office Hours



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- a. Each faculty member shall post and maintain one (1) office hour or one (1) hour of student availability per week for each three (3) credits taught to a maximum of twelve (12) credits, equaling four (4) hours.
 - i. If a faculty member's entire assignment is online, the office hours can be held entirely online.
 - ii. If the entire assignment is onsite, the office hours are held entirely onsite.
 - iii. If the assignment is mixed, the office hour locations are mixed in reasonable proportions to allow for faculty availability to students.
- b. Additional office hours or student availability may be scheduled at the faculty member's option.

III. Faculty Mentoring

- a. Faculty will engage in student mentoring.
 - i. Faculty are expected to help guide students to promote their academic success.
 - ii. The faculty and college administration acknowledge that student success and retention are enhanced by faculty members' support of and engagement with students not only inside the classroom, but also outside the classroom, within the larger college community.
- b. "Mentoring students" is understood to mean that a faculty member is expected to support students' success at the college by:
 - i. engaging outside the classroom with students by providing information and guidance, on matters within the faculty member's professional competence, that supports students achieving their academic goals, and
 - ii. reasonable collaboration with other members of the college community working in areas such as Academic Affairs and Student Affairs - in the college's efforts to facilitate and promote students' academic progress and success.

IV. Full-time Assignment

- a. A full-time faculty credit load is twenty-four (24) credits for the academic year.
 - i. Total credits are calculated over the fall and spring semesters.
 - ii. Summer term is not included in the calculation.
- b. Full-time faculty are paid an annualized salary over twenty-six (26) bi-weekly pay periods at a forty (40) hour per week calculation.

V. Contact Hours Per Credit Workload Calculations

- a. The credit for theory courses shall be credited on the basis of one (1) credit for each one (1) theory hour [1:1].
 - i. Theory courses shall be credited one (1) credit per one (1) contact hour.
- b. Lab courses, or lab components of a course, shall be credited on the basis of one (1) credit for each two (2) laboratory hours [1:2].
 - i. Lab courses shall be credited one (1) credit per two (2) contact hours.
- c. Clinical courses, or clinical components of a course, shall be credited on the basis of one (1) credit for each two (2) clinical hours [1:2].
 - i. Clinical courses shall be credited one (1) credit per two (2) contact hours.



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- d. Practicum (preceptor) courses are assigned when faculty supervise students working as "interns" overseen by a preceptor.
 - i. A "preceptor" is a community nurse professional that facilitates on a 1:1 basis a student's clinical experience.
 - ii. A practicum course shall be credited on the basis of the following formula:
 - 1. The assigned supervising faculty shall receive one (1) credit for every ten (10) student credits.
 - a. A student credit shall be defined as one student enrolled for one (1) credit.
 - b. Low enrolled practicum courses shall pay minimally one (1) credit.
 - 2. An alternate method for calculating the credit-value of the internship-supervision assignment may be implemented at the request of either the faculty member or the administration and upon agreement of the faculty member and the college chancellor.

VI. Overload Pay Calculation

- a. If faculty are assigned greater than twelve (12) credits in one (1) semester, fall or spring, the per credit overload pay will be calculated and paid in the spring semester per the workload calculations detailed in Section V.
- b. Overload pay will be paid via a one-time payment at the end of the spring semester.
 - i. The one-time payment will be paid in the final pay period of May.
- c. If a faculty should leave employment at the college before the spring semester and taught overload credit in fall, the faculty will be paid for the overload credit at the time the employment ends.

VII. Summer Assignment

- a. Summer workload calculations are credited the same as the academic year (fall and spring) workload calculations detailed in Section V.
- b. Summer assignment is not calculated as overload pay.

VIII. Reasonable Credit Equivalence (RCE)

- a. A faculty member may be assigned duties that are not described in the workload policy.
 - i. Only the College Chancellor may enter into an RCE agreement with faculty.
 - ii. The credit-value for the assignment will be determined before the assignment is made.
 - iii. The RCE agreement will include details regarding the specific duties and deliverables of the RCE assignment.
- b. If an overload condition is created, RCE compensation shall be according to the overload pay calculation and paid as described in Section VI.