

BLACK HILLS STATE UNIVERSITY FACULTY WORKLOAD POLICY

The workload policy at Black Hills State University is an extension to the rules governing workload that may be found in the BOR/COHE agreement. The current Black Hills State University workload policy is as follows:

1. The standard two-term workload is presumed to require thirty credit hours of undergraduate instruction, or its equivalent, per academic year. Regular assigned classroom teaching for regular campus faculty shall not exceed 24 semester hours per year.* An additional 6 semester hours per year shall be allocated for service and research/scholarship. Loads above 24 semester hours classroom teaching per year for regular campus faculty will be reimbursed at a rate equal to the extension rate and will be assigned only when acceptable to the faculty unit member. This must be computed on a yearly basis and results in payment only when the annual total exceeds 24-credit hours of teaching. [February 5, 1990; revised August 2003]
2. Student teaching internship supervision shall be assigned at a level not to exceed a ratio of two student teacher interns equals one-semester hour of credit. Utilizing the ratio of thirty-six hours of student credit produced for each hour of faculty teaching load, internships other than student teaching internships will be compensated at a rate equal to the self-support or summer as prescribed by the BOR-COHE contract, or with release time. Ratios below this level may be allowed where supervision involves multiple level assignments or excessive travel. Improved ratios for faculty may be arrived at when possible by consensus of faculty and administration within the appropriate administrative unit. [Approved October 1997; revised August 2003]
3. Faculty unit members are hired to accomplish their professional duties, not on the basis of the occupancy of office or laboratory for a specific number of hours per week. Although faculty unit members often informally meet with students outside of class throughout the week as well as at times by appointment, a minimum number of formal office hours is necessary in order for students to be assured of faculty availability. Faculty unit members will schedule a formal office hour on four days during the regular school week. Office hours will be not less than 50 minutes. These hours, as well as class hours, will be posted at their offices. It is recommended office hours be at different times in order to reduce conflicts with class schedules of students. Faculty unit members are encouraged to schedule additional office hours for student access. Faculty unit members have a responsibility to inform their college secretaries where they can be reached during posted office hours if they must be absent. [Revised May 1994]
4. Independent study supervision may be considered for equivalent workload assignment. The contact hour equivalent shall be determined by the appropriate administrative unit. Only assigned independent study supervision shall be considered part of the faculty member's workload. [Approved October 1997]
5. Advising shall be considered part of a faculty member's regular load with a maximum assigned number not to exceed 50 students. Faculty members need not accept assignments above the 50-student advisee level. An attempt shall be made to balance advisee assignments at the college level. [February 5, 1990]
6. Research and publication-related activities may be considered for equivalent released time as part of the regular full-time load at the college level. [February 5, 1990; Revised August 2003]
7. Institutional committee assignments of an ongoing nature shall not exceed three assignments. Volunteer involvements, although encouraged, are not considered eligible for released time consideration or extra pay. Assigned involvements in excess of three can be considered for released time equivalency as negotiated at the college level. [February 5, 1990]

* Faculty may agree to teach additional credit hours or contact hours at no additional pay in the interest of keeping a program viable. This is not meant to be a regular and on-going practice. This condition shall not occur until three semester hours have been assigned in the academic college during the academic year at additional pay. Additional duty pay will be paid only if funds are available for instructional personnel costs.

8. In the event that implementation of the above workload policy identifies areas of extra compensation requirement, the institution's administration will attempt to build a budget item to meet this need. The board of regents and the legislature should be petitioned in this behalf for future years to provide either additional faculty or continued additional funding for the overload costs. Overload funding is considered less desirable than reduced workloads that would result from extra faculty. [February 5, 1990]

9. Guidelines for Courses Delivered via the Internet

I. Online Course Sections

- A. All courses with section numbers of 600 or 601 via the Internet should have the enrollment cap set at a number appropriate to the faculty member's discipline and workload. The enrollment cap number is the decision and responsibility of the college dean. It is assumed that the dean will be fully informed by a variety of sources before setting the caps.
- B. If enrollments in a particular section are below the established minimum class size, the dean may decide to allow the course to continue or may decide the class does not warrant state support. If the course continues on state support, the faculty member will consider the course as part of the normal load without any additional compensation to the base teaching contract.**
- C. Faculty assignments to teach courses by means of the Internet will be made in consultation with the faculty member affected by the decision. A faculty member retains the right to make an appeal through the following grievance process if an agreement between administration and faculty cannot be reached regarding an online course assignment. The faculty member must file a written statement with his/her dean within ten (10) workdays after receiving the assignment explaining why it is unacceptable. This statement will be reviewed by the faculty member's Dean and/or department Chair and, within two (2) weeks of the original filing, be forwarded with responses to an ad hoc review committee established to review this case. This committee will be composed of three (3) faculty members assigned by the BHSU COHE President and three (3) administrators assigned by the University Vice President of Academic Affairs. None of these committee members should include the faculty member or administrator(s) directly involved in the dispute. The committee will be co-chaired by one faculty member and one administrator. This committee will review the complaint, responses, and other relevant information and, within two (2) weeks after receiving the complaint, forward its recommendation to the Vice President of Academic Affairs for a final decision. The Vice President for Academic Affairs will notify the concerned faculty member of the final decision within ten (10) working days of receiving the committee's recommendation.

II. Low Enrolled or Cancelled Online Course Sections

- A. On or before the beginning date for an online course section, the dean may decide enrollments are such that it is necessary to find an alternate assignment for the instructor of record. In this case, two options are possible:
 - 1. Cancel (drop from Datatel course sections list) the 600/601 section for the online course via Internet. Any on-and off-campus students enrolled in the 600/601 section will need to be notified that the online course via Internet has been cancelled.
 - 2. Offer the online course via Internet using the Correspondence Model by converting 600/601 sections to Correspondence 900 sections. Cancel (drop from Datatel course sections list) the 600/601 section for online course via Internet. Drop any enrolled students from the 600/601 section and administratively enroll them in a Correspondence 900 section.

III. Additional Faculty Compensation

For all correspondence model online courses, faculty will be paid 50% of the tuition revenue generated, up to a maximum of \$825 per credit hour for adjunct faculty, or as prescribed by the BOR-COHE contract for a tenured, tenure track, or term contract faculty member. For the online

** Normal load means the faculty member will teach the online course section (600/601) via the Internet as part of the faculty member's 24 credit hour teaching load per academic year.

correspondence model course via Internet, compensation will be distributed to faculty members on the same schedule as used for extension courses, at the end of the term or when the student completes the course.*** [September 30, 2000]

10. Because undergraduate research is vital to the integrity of undergraduate education, we feel it appropriate to expand the Undergraduate Research Program at Black Hills State University. Work conducted in this program should in no way be a substitute for available course work. The experience is significantly different from the types of work conducted in an independent study. This program is instead aimed at select Black Hills State University students who have proven excellence through previous course work and have shown interest in pursuing a specific research project in their chosen discipline. Undergraduate research will allow such students the opportunity to pursue research as part of their undergraduate education in preparation for graduate school or professional work in their chosen field. It is understood that such a program demands a large commitment of time on the part of both the faculty mentor and the student. Therefore, because the mentoring of undergraduate research is one of the most rewarding yet time-consuming endeavors in teaching, we propose the following new program.

Specific Recommendations:

- 1) We suggest the establishment of an Undergraduate Research Committee, determined by Dean's appointment, in each College of the University. We suggest that this Committee be composed of college members who are actively engaged in research.

The Committee's responsibilities include setting standards for what is referred to as "research" for a given College and a given discipline; the Committee is also to vet requests on an individual basis for RESR 498 in order to determine the validity of the request (the proposal process is outlined in #4 below). The Committee must be interdisciplinary in nature and must be composed of at least three College members.

The Committee is also responsible for protecting both the student and the faculty member in that it will ensure that individual student proposals are appropriate given the student's past performance, standing at the University, workload, and suggested potential. The faculty member is protected in that faculty workload is considered on a case-by-case basis. The Committee could set a limit on the number of students involved with each faculty member per semester.

- 2) An individual faculty member could be granted three hours of release for work with undergraduate students in two ways:
- a) The faculty member could accumulate 30 credit hours of mentoring students. As an example, a faculty member could mentor ten students enrolled for three hours of RESR 498 each. In this option, the product should be presented (or at least proposed for presentation) at a conference, show, or gallery. Such presentation is not a requirement for completing RESR 498, but significant effort should be evident by the semester's end that the work will at least be proposed (and is worthy) for such presentation. We realize that most serious research requires more than one semester to complete. Commitment to a presentation at a later date is a requirement for successful completion of RESR 498.

OR

- b) A faculty member would accrue 10 credit hours of RESR 498. After the products of the research are presented by the student in one of the following formats:
- Presented orally at a national meeting in the discipline,
 - Published in a peer-reviewed national or regional journal,

*** A faculty member teaching a correspondence course is not paid until the student completes the course. The correspondence student has 1 year to complete it. The faculty member's compensation is pro-rated if the student does not complete the course because the full contracted workload per credit hour is incomplete.

- Included in a regional, national or international juried exhibition,
- Presented work in a recognized museum or gallery either in a one person exhibition or group exhibition,
- Presented orally at a national or regional refereed Humanities conference,
- Published in a peer-reviewed undergraduate journal devoted to scholarly work in the Humanities,
- The original composition or arrangement is programmed in a major public performance (within a reasonable time frame)
- The work is submitted to a regional, national or international music composition contest.

All students who have taken RESR 498 will be required to present their work at the BHSU Research Symposium held each spring. We also suggest that work conducted in RESR 498 be presented at the annual National Conference on Undergraduate Research or some equivalent conference, gallery show, or presentation.

The 10 hours used for release in 2b shall not count toward the 30 hours in 2a.

If there is a question about the suitability of the research presentation, publication or creative work meeting the above standards, the case will be decided by the University Faculty Research Committee. This Committee should be composed of faculty who are actively conducting research and presenting results as described above in 2b.

The timing and conditions of the release are to be determined by the Division or Department Chair in consultation with the College Dean.

These hours can be accumulated by a faculty member over numerous semesters. Credit may be obtained retroactively for students enrolled in RESR 498 in the fall semester of 2001 or thereafter.

During the course of each semester the university will be obligated to honor at least one three-hour release provided there is an eligible faculty member. If more funds are available for faculty release, and if there are more than one eligible faculty member per semester, consideration will be made for outstanding applicants. The administration will grant as many three-hour releases per semester as is fiscally responsible.

- 3) The content of RESR 498 will, of course, differ depending upon the discipline. However, we make certain recommendations:
 - a) The work conducted in RESR 498 should be original research, scholarly activity, or creative endeavor; such work does not duplicate activity presented in an existing course.
 - b) The work of the course must result in some significant product-whether that be a paper, work of art, research study (such as a survey) or lab results.

In order to provide guidelines, we here present a variety of sample research projects for different disciplines as examples. All of the examples below have been extrapolated from the program for the 14th Annual National Conference on Undergraduate Research (NCUR) held in April 2000 and are included here to exemplary purposes; for abstracts of these and other projects, see the Abstract Book for the NCUR produced each spring.

Accounting:	Banker Expectations in Financial Statements
Anthropology:	Native American Stone Tool Technologies at the Time of Lewis and Clark
Art History:	Finding the Musical in Van Gogh's Paintings of Olive Orchards and Cypresses at Saint-Remy
Biochemistry:	Measuring Thiamine Levels in Lake Oahe Salmon
Biology:	Cycadophyta of Puerto Rico
Chemistry:	The Synthesis of Psicofuranine and Related Nucleosides
Dance:	Encounters in Motion
Drama:	Fairy Tale Scripts, or Happily Ever After is All He Wrote
Economics:	The Borscht Effect: The Wage Differential in the Russian Labor Market
Education:	Computer Usage in the Elementary Classroom
Environmental Sciences:	The Effect of Photo-Pollution on Sea Turtles
Geography:	A Critical Study of Wisconsin's W-2 Program

Geological Sciences: Sinkhole Formation and Mapping in Banning State Park, Pine County, MN
Government: Policy Formation in 'Megan's Law'
History: Invisible Scars: Little Rock and the Lynching of John Carter
Literature: The Collision of History and Philosophy in the Allegory of Spenser's Faerie Queene
Mathematics: The Newtonian Orbits of the Riemann Zeta Function
Modern Languages: Extrano Juguete by Susana Torres Molina: A Translation and Critical Analysis
Music: Performance and Discussion of Original Compositions
Philosophy: On the Moral Defensibility of Anarchism
Physics: Particle Dynamics and Mixing in a Driven Kelvin Cat Eyes Flow
Psychology: The Effects of Rumination on Depression
Sociology: The Prison Economy and its Effects on Recidivism

- 4) The process for proposing an individual section of RESR 498 should be as follows:
 - a) The student meets with the faculty member to discuss the possibility of conducting such a project; included in this discussion should be faculty assessment of the student and discussion of the student's workload, past performance, and potential for successfully completing the project
 - b) The student will then write a proposal with supervision of the faculty member for the project; we have attached a suggestion for format. Before the proposal goes to the Division or Department Chair, both the faculty member and the student should sign the proposal. The student should understand that he or she has now entered into a contract which, if approved, will be treated as a professional agreement between the faculty member and the student.
 - c) The faculty member seeks approval of his/her Division or Department Chair who must approve the proposal before it leaves the departmental level; the Chair should consider both the student's and the faculty member's status, past performance, and potential for completing the project.
 - d) If the Chair approves the proposal, the request is then passed to the College's Undergraduate Research Committee for a recommendation.
 - e) Finally, the proposal must be approved by the College Dean.

[December 2002]