PL-ACADEMIC-001: Workload Policy

Policy Description

This policy and its procedures define the workloads for all faculty members at the University as well as teaching load reduction or increase to assure equitably distributing responsibilities among them.

Who Should Know This Policy

☑ President
☑ Vice President
☑ Legal Advisor
☑ Dean
☑ Director/ Departmental Head
☑ Faculty
☐ Accounting/ Finance Personnel
☐ Student
☐ All Employees
1.1. Faculty Workload

The unit of measurement to calculate faculty workloads is the Course Credit Hour (CH). The faculty workload shall encompass but not be limited to teaching, administration, advising, research, service to the University and community, and other duties. Additional work such as summer teaching, additional coursework during the regular academic year, or any commissioned work is not considered part of a faculty member’s annual workload (see Faculty Compensation Policy).

1.2. Teaching Loads

- The annual teaching workload for a faculty member is 18 Course Credit Hours, distributed over two semesters.
- All consideration should be taken by the Department Chairperson not to assign a teaching load involving more than three preparations/semester, and not to exceed 12 Course Credit Hours per semester. Exceptions must be approved by the College Dean.
- The standard University teaching load is determined by Course Credit Hour. Colleges are expected to determine a minimum and upper student ceiling policy for each course in order to reflect the workload intensity.
- Teaching workload for visiting faculty for one semester is 15 Course Credit Hours
- Teaching workload for visiting faculty for one academic year is 24 Course Credit Hours, distributed over two semesters.
- Teaching load calculation tables are clearly identify the load factor for each course type
- Teaching load calculation tables are to be revised every two year with the relevant policy or in line with approved policy review schedule
- Any update to the table must be approved by the Vice President and Chief Academic officer.

1.3. Procedures

Determinations of FTE needs (for programs, departments, colleges, or the University) can be calculated by determining the total CH required and then dividing this number by 18. The department shall also consider the excess workload for large number of classes, by putting a ceiling on the number of students per class.

The total allotted FTE for each program will be negotiated and approved by the Vice President and Chief Academic Officer.

1.4. Teaching Loads Increase

In special circumstances, the Department Chairperson may assign a teaching overload to a faculty member; this is not to exceed 3 CH/semester, and the faculty member is entitled to corresponding financial compensation (see Faculty Compensation Policy).

1.5. Teaching Loads Reduction

The annual teaching load can be reduced under the following circumstances:
**Administrative Duties:**

- President, Vice Presidents, Associate Vice Presidents, and Directors reporting to the President are exempted from all teaching duties.

- College Deans, Associate Deans, Assistant Deans, and Directors, reporting to Vice Presidents are exempted from all teaching duties except for teaching one course (3 CH)/year.

- Departmental Chairpersons and Program Directors reporting to a College Dean are exempted from teaching duties except for teaching 3 CH) per semester.

- Program Coordinators and Program Directors reporting to a Head of Department are expected to teach minimum of 12 Course Credit Hours, distributed over two semesters.

**Commissioned Work:**

Senior academic officials (President, Vice President and Chief Academic Officer, Dean) may commission a faculty member to perform specific functions or duties, and therefore be given a reduction in their teaching load according to the following formula:

- The President may free a faculty member partially or completely from teaching duties in order to engage in a commissioned assignments.

- The Vice President and Chief Academic Officer may free partially a faculty member from teaching duties provided the reduction does not exceed 6 CH/semester.

- A College Dean may free partially a faculty member from teaching duties provided the reduction does not exceed 3 CH/semester.

Any reduction for commissioned assignments shall be requested on a semester-by-semester basis. Reductions will be coordinated with Department Chairpersons through the office of their respective College Deans. Department Chairpersons may request a faculty member to perform assigned duties if the faculty member has a teaching under load. Department Chairpersons may hire part-time or full-time faculty to cover the freed teaching loads, provided they do not exceed the allotted FTE number of faculty for the Department, and the replacing faculty member is of equal or lower rank than the replaced faculty member whenever possible.

**Research:**

A faculty member’s teaching load may be reduced for purposes of research provided any one of the following conditions is met:

- The faculty member has been awarded an external research grant and the reduction is incorporated within the grant.

- The faculty member requests a load reduction in order to conduct his/her research. The request should be documented and a rationale be made for the load reduction. The Department Chairperson shall review the request and make a recommendation to the Dean who is authorized to approve a reduction of up to 3 CH/semester for research purposes.

- Request of Load reduction beyond 3 course credit hours will require the approval of the Vice President and Chief Academic Officer. The request should be documented and a rationale be made for the load reduction. The Department Chairperson shall review the request and make a recommendation to the Dean.
who in turn review, approve and make recommendation to the VPCAO who is authorized to approve any further load reduction beyond the 3 course credit hours.

- Subsequent requests are based on whether the faculty member has used the reduction efficiently.
- The University commissions the faculty member to conduct research specific to its goals.

- **Completion of Administrative Service:**

Faculty members who served in a senior administrative position (College Deans, Directors reporting to Vice-Presidents, or other high ranking administrators) for a full term are given a teaching load of 9 CH/year for one year following their service. In case this faculty is granted sabbatical year, he/she is given teaching load of 12 CH/year for one year following his/her completion of the sabbatical leave. Faculty members in lower administrative ranks, or who have served for less than a full term may be considered for load reduction based on the approval of the President.

### 1.6. Work Load for Supporting Academic Staff

This section presents the working load ranges for the supporting academic staff at QU. These ranges are as follows:

- 18 Course contact Hours per semester for Lecturers in the Foundation Program and the Arabic for Non-Native Speakers Program.
- 18 Course contact Hours per semester for Lecturers in all other programs.
- 18 Course Contact Hours per semester for Teaching Assistants in all programs.
QATAR UNIVERSITY

Adopted Rules for the Calculation of

FACULTY WORKLOAD
Introduction

This document defines the university approved rules for calculating the workload to be assigned to faculty depending on the type of instruction and the designation of the course taught by faculty.

The adopted rules for the calculation of faculty workload follow the university decision to adopt course Credit Hours as a base for calculating faculty workload instead of the Instructor Credit Hour (ICH). The approved calculation rules adhere to best practices and take into account the different type of instruction as defined in the Credit Hours Policy adopted by Qatar University.

In the defined calculation rules, while Faculty Workload (FW) is to be calculated based on the number of Credit Hours, the number of students registered in a course section and the number of contact hours for certain types of instruction are also considered in the calculation of faculty workload.

To provide for a more equitable and appropriate faculty workload calculation, and for the purpose of this policy, in addition to the types of instruction already defined in the university adopted Credit Hours policy, new additional types of instruction are identified.

Definitions

Credit Hour
A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or

2. At least an equivalent amount of work as required in item 1 above for other academic activities including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.

Contact Hour
A Contact Hour is defined as 50 minutes of instruction time.

Main Types of Instruction and Academic Activities Awarded Credit

1. Lecture. Lecture type of instruction is a standard classroom instruction focusing on theory under the direct supervision of an instructor.

2. Laboratory. Laboratory instruction focuses on experimentation in a classroom or laboratory under the direct supervision of an instructor.

3. Independent Study. Independent study provides students with the opportunity to explore an area of interest in great details under the direct supervision and direction of a faculty with whom there is periodic contact and consultation throughout the study.

4. Internship or Externships. Internship or externship offer students the opportunity to develop their job skills by providing them with a structured employment situation that is directly related to, and coordinated with, their program of study.

5. Field Work. Field work is an academic activity that is conducted in the context of a course either on a weekly basis or by dedicating a specific amount of time for this
activity. Field work is defined as any practical work carried out by students in the field as opposed to the classroom or laboratory. Field work provide students with the opportunity to apply theory learned in class in a real world environment.

6. Studio Work. Studio Work provides student with the opportunity to study and learn in a studio setting under the supervision of an instructor.

7. Practicum and Student Teaching. Practicum or student teaching is an experience-based instruction conducted in a real world environment under the supervision of a faculty member. It offers an experience-based instruction for the purpose of developing skills related to a discipline focused on "real world" activities.

8. Clinical Practice. Clinical Practice is conducted in the learning environment at the university but may include out-of-class assignments. It offers an experience-based instruction for the purpose of developing skills related to the discipline focused on "real world" activities that may be offered in a simulated "real world" environment generally in healthcare or service occupation programs. Clinical practice instruction is conducted under the direct supervision of an instructor.

9. Preceptorship. Preceptorship is an experience-based instruction conducted in a real world environment under the supervision of a healthcare professional for the purpose of enhancing occupational competencies. Preceptorship is offered in the context of a course where the course instructor consults and closely collaborates with the healthcare professional particularly in determining the clinical assignments for students.

10. Seminars. Seminars are conducted in the context of a course under the supervision of a seminar course instructor or coordinator. Each seminar lecture may be offered by a different instructor or speaker and different subjects may be discussed in each lecture. A seminar course covers advanced topics related to the student's major.

11. Online / Hybrid. Online / Hybrid instruction is conducted in the context of a course where there is either no face-to-face meetings or a blend of online and face-to-face delivery between students and instructors and where a substantial part or all of the course contents is delivered online.

12. Senior Project. Senior project provides undergraduate students nearing graduation the opportunity to engage in a culminating experience that integrates and applies the learning acquired during their program of study at the university to a project under the direct supervision and direction of a faculty with whom there is periodic contact and consultation throughout the project.

13. Thesis. Thesis provides undergraduate and graduate students with the opportunity to engage in a comprehensive research experience to produce substantial original scholarly work under the direct supervision and direction of a faculty with whom there is periodic contact and consultation throughout the course.

**Faculty Workload Calculation**

The adopted rules for the calculation of Faculty Workload (FW) are summarized in the table below. Rules for computing an Adjusted Faculty Workload taking into account additional factors such as the number of students registered in a course section are also detailed below.

**Workload Factors**

Factors other than the number of Credit Hours and Contact Hours are to be considered and the faculty workload is to be adjusted accordingly. The factors to be considered and the associated Adjusted FW are proposed below:
1. Number of Students enrolled in a course section:
   a. Undergraduate Course where applicable
      - Enrollment is < 10: Adjusted FW = FW - 0.5
      - Enrollment is between 10 and 50: Adjusted FW = FW
      - Enrollment is > 50: Adjusted FW = FW + 1
   b. Graduate Course where applicable
      - Enrollment is < 5: Adjusted FW = FW - 0.5
      - Enrollment is between 5 and 25: Adjusted FW = FW
      - Enrollment is > 25: Adjusted FW = FW + 1

2. Courses taught by more than one faculty (team teaching):
   Adjusted FW = FW * ratio of a faculty contribution in teaching the course

3. Online / Hybrid Courses: Same rules apply as for courses with face-to-face delivery. However, additional workload is assigned when a course is offered for the first time by a faculty. In such a case, Adjusted FW = 1.5 * FW.

### Faculty Workload Calculation Rules

<table>
<thead>
<tr>
<th>Course Designation</th>
<th>Type of Instruction / Academic Activity</th>
<th>Faculty Workload (FW)</th>
<th>Additional Comments/Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 LC</td>
<td>Lecture</td>
<td>FW = CH*</td>
<td></td>
</tr>
<tr>
<td>2 LB</td>
<td>Laboratory</td>
<td>FW = (0.5 * CTH**)</td>
<td></td>
</tr>
</tbody>
</table>
| 3 IS               | Independent Study                     | FW = (0.1 * CH) per student | - Maximum FW = CH per course  
|                   |                                       |                        | - Maximum FW = 6 per faculty per year |
| 4 IN               | Internship                            | FW = (0.1 * CH) per student | - Maximum FW = 6 per faculty per year |
| 5 FW               | Field Work                            | FW = CH                |                           |
| 6 SW               | Studio Work                           | FW = (0.5 * CH)        |                           |
| 7 ST               | Practicum and Student Teaching        | FW = 0.5 per student   | Reserved to College of Education and Social Work Program  
|                   |                                       |                        | - Maximum FW per faculty per year = 6 |
| 8 CL               | Clinical Practice                     | FW = (0.5 * CTH)       |                           |
| 9 PR               | Preceptorship                         | FW = (0.5 * CH)        |                           |
| 10 SM              | Seminar                               | FW = 1                 | Regardless of CH and/or CTH |
| 11 SP              | Senior Project                        | FW = (0.167 * CH) per student | Maximum FW per faculty per semester = 3 |
| 12 TH              | Thesis                                | FW = 0.5 per semester per student | Maximum FW per faculty per semester = 3 |
| 13 LC+LB / LL      | Lecture / Laboratory                  | FW = CH or CTH†        | - IF faculty is involved in teaching the lab component, FW = CH  
|                   |                                       |                        | - IF faculty is not involved in teaching the lab component: FW = CHT |

* CH: Number of Credit Hours for a course
** CTH: Total number of Contact Hours for a course
† : CTHT: Total number of Contact Hours for the Theory Component of a course