 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

**(A) PURPOSE**

The purpose of this policy is to recognize faculty for their contributions to the mission of the University and to establish a framework through which the Teaching, Research and Service workload is equitably distributed between faculty members in a transparent and consistent manner.


**(B) SCOPE**

This Policy applies to all types of faculty appointments for tenure, tenure track, or non-tenure track faculty employed by the University. This Policy does not apply to Affiliated or Co-funded faculty, nor does it include faculty members with Adjunct, Intermittent, Research or Visiting appointments. This Policy does not include faculty whose primary role is administrative, specifically faculty who serve in a role as a Vice President, General Counsel, college Dean, or as the Director of a college Center or University Institute (or specifically designated otherwise by the Provost). The Workload requirements set forth below are meant to be complementary to and work in coordination with the Faculty Empowerment Plan (FEP), the Faculty Incentive Plan (FIP), the College and University Research Incentive Plan (RIP), and inform faculty Annual Performance Evaluations (APE).


**(C) DEFINITIONS**

Words have their ordinary and widely accepted meaning unless the word or phrase has been assigned a specific meaning within the University Faculty Bylaws, the University Faculty Bylaws Appendices or University policies. The following terms are specific to this policy:

- (1) “Academic Year” for the purposes of this policy aligns with the fiscal year of the University and commences on July 1 through June 30.
- (2) “Full time” for the purposes of this policy, refers to the expectation that a faculty member works approximately 1,840 hours per year for a 12-month appointment (i.e., a 52-week appointment, exclusive of vacations and holidays, is equal to 46 work weeks per year at 40 hours per week, or 1,840 work hours per calendar year).

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


- (3) “Research” refers to investigation designed to develop or contribute to generalizable knowledge relating broadly to public health, including behavioral and social-sciences research. The term encompasses basic and applied research and other mission-relevant scholarly activities, product development, innovation, entrepreneurship, and commercialization. In the context of this policy, most, but not all, Research will align with the University’s Research Focus Areas, although such alignment is not necessary to be considered Research. Some faculty at the University perform important Research which meets the definition above but does not necessarily align with a specific Research Focus Area.
- (4) “Research-active Faculty” refers to faculty who have satisfied their Research Workload and annual performance expectations as described in this policy and established by the Department Chair.
- (5) “Research-inactive Faculty” refers to those faculty who have failed to satisfy their Research Workload or annual performance expectations as described in this policy and established by the Department Chair and have consequently been temporarily relieved of their Research Workload pending completion of a plan to return to Research-active faculty status.
- (6) “Service” refers to required activities that directly support the University’s mission and are required by regulatory, legal, accreditation, or other standards. All Service activity should be in alignment with guidelines as set forth in the Faculty Handbook and University Policies and Faculty Bylaws.
- (7) “Teaching” refers to approved activities involving instructional interactions with NEOMED students that are consistent with the University’s educational mission and goals and are reflected in individual college curricular calendars. Classroom (including instruction in the simulation center), online, or hybrid instruction all count equally toward Workload requirements.
- (8) “Teaching Overload” refers to faculty who exceed the generally prescribed Workload requirements for Teaching and required Service activities as assigned by their Department Chair. Only the total of Teaching and assigned Service Workload will be considered in determining if an individual faculty member is in Overload. All Overload must be approved by the Provost.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

- (9) “Workload” refers to the percentage of assigned effort in the areas of Teaching, Research, and Service. Workloads are based on a full-time 12-month appointment; part-time appointments will be pro-rated, maintaining the allocation percentages as established for full-time faculty. Annual Workload may vary by academic year, type of appointment and any administrative service authorized by the President, Provost, or Dean.
- (10) “Workload Substitution” refers to the ability of a faculty member to substitute one category of Workload for another. Specifically, Research-active tenure track or non-tenure track faculty members who have secured extramural funding with salary support may request to substitute their Research activities for a portion of their Teaching Workload. Likewise, faculty who have been assigned significant administrative duties by the Dean or Provost may have a commensurate reduction in their Teaching responsibilities to accomplish their administrative duties. The amount of reduction will be determined by the Dean and approved by the Provost. Any Workload Substitution can be no more than seventy-five percent (75%) of the faculty member’s Teaching Workload for the academic year unless recommended by the Dean and approved by the Provost. Department Chairs and Deans must ensure adequate availability of other faculty to deliver the complete curriculum, without Overload, before recommending Teaching Workload substitution.


**(D) POLICY STATEMENT**

- (1) Annual Workload Distributions
  - (a) The Workload percentages provided herein are determined annually by the Department Chair and approved by the Dean of the College where the Faculty Member has their primary appointment and the Provost. In the case where the Faculty Member’s Workload will be distributed across more than one College, the Dean of the College holding the primary appointment must review, and if appropriate, also approve, the distribution and Workload percentages outside of the college prior to submission to the Provost. Satisfying Workload requirements is a prerequisite to the performance standards established for reappointment, promotion, or tenure. General guidelines for Workload

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


distribution include:

- (i) tenured faculty: 40% Teaching, 40% Research, 20% Service;
- (ii) tenure track faculty: 40% Teaching, 50% Research, 10% Service; and,
- (iii) non-tenure track faculty and Research-inactive faculty: 60-80% Teaching, 10-20% Scholarship, 10-30% Service.
- (iv) New tenure track assistant professors will have a fifty percent (50%) teaching Workload Substitution in the first two (2) years of employment and a twenty-five percent (25%) reduction in year three (3), resulting in the following Workload distribution:
  - (a) Year 1 and 2: 20% Teaching, 70% Research, 10% Service
  - (b) Year 3: 30% Teaching, 60% Research, 10% Service
- (b) Faculty will not be required to keep track of their Workload hours for Workload credit calculations. The following approach will be used:
  - (i) Teaching: Credit is only given for either (1) Teaching assignments as reflected in the college curriculum calendars or (2) courses taught on the NEOMED campus as part of the Biomedical Sciences (BMS) Graduate Program curriculum under the NEOMED-Kent State University partnership. It is imperative that colleges maintain their calendars to ensure they accurately reflect all faculty Teaching assignments.
    - (a) The duties of a course director are an essential activity for educational excellence, but vary widely depending on course size and complexity. Such duties are eligible for


 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

Teaching Workload credit, as determined in Appendix C. If a particular course has more than one course director, the total amount of eligible Teaching credit for course director responsibilities will be divided equally amongst all course directors, associate, or assistant course directors for a particular course.

- (ii) Research: Faculty will automatically be given credit for the maximum amount of Research time to which they are entitled based on the above allocations. Research productivity and quality will be assessed by Department Chairs, Deans, and the Tenure and Promotion Committee in other venues as appropriate and will not be considered for purposes of this policy.
- (iii) Service: Only Service activities which are assigned by the Department Chair and are contained in Appendix B will be eligible for Service Workload credit. Administrative duties assigned by the Department Chair, Dean, Provost, or President will be considered service activities for faculty covered under this policy. Faculty may not exceed three (3) credit-hours/year of Service credit without the approval of the Provost. Department Chairs will be responsible for assigning and tracking Service activities for their faculty.
- (c) Requests for exceptions to the foregoing general guidelines will be referred to the Provost for review and determination.
- (d) To the extent a faculty offer letter sets forth Workload distributions different than stated in this policy, the Dean will recommend a revised Workload distribution that aligns with the tenets of this policy to the Provost for review and determination.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

- (e) Required University-approved committees, along with maximum allowable service credit for each committee, are listed in Appendix B. The Provost must approve any additional activities not listed in Appendix B, or any committee or activity Workload credit in excess of what is listed in Appendix B.
  
- (f) Appendix A lists those activities which are expected citizenship activities for faculty as members of the University community and are not eligible for Workload credit. Some are activities for which faculty participation is important to students and the general University community. As appropriate and as determined by the Provost, in consultation with the President, some of those may be included in the annual FIP for faculty participating in that plan and to incent participation in that plan. For those faculty not part of the FIP, their degree of support for these activities may be considered as part of their APE.
  
- (g) As noted previously, faculty may request a Workload Substitution when external funding offsets the Teaching Workload the faculty member ordinarily would have done. The amount of payment must be consistent with the funded salary support. The external funding will be transferred from the Office of Research and Sponsored Programs' grant index to a University personnel index. The substitution in Teaching Workload for Research-active faculty is limited to no more than seventy-five percent (75%) of the faculty member's Teaching effort per Academic Year, unless approved by the Dean and the Provost.
  
- (h) Tenured or tenure track Research-inactive faculty will have a 60 - 80% Teaching Workload, with the remainder of their Workload allocated to Service, at the discretion of the Department Chair and approval of their Dean and the Provost. Research-inactive faculty may develop a plan in consultation with their Department Chair, which is approved by the Dean and the Provost, to return to Research-active faculty status. The faculty member may return to Research-active status after they receive an APE score of "Meets Expectations" or "Exceeds Expectations" along with the approval of the Dean.
  
- (i) Tenure track Research-inactive faculty who do not complete a plan to regain Research-active status or who complete a plan but do not achieve an APE Research score of "Meets Expectations" or "Exceeds Expectations" after doing so

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


will be moved to part-time employment status commensurate to the reduction of their Research Workload distribution, or if tenured, addressed in compliance with the post-tenure review process.

(j) This policy will align with the FEP as well as the FIP and RIP. Adjustments to compensation or Workload may occur in the following circumstances:

(i) Department Chairs will distribute and allocate Teaching and Service Workload across their faculty so there is, to the maximum extent possible, equity and avoidance of any one particular faculty member experiencing Overload. An Overload must be approved by the Provost. When a faculty member has Overload, the Department Chair may recommend a compensation adjustment to the Dean to reflect the faculty member’s increased productivity. Department Chairs will assess both the degree to which the faculty member exceeds Teaching Workload requirements as well as the quality of their Teaching. Deans will validate equitable distribution of Teaching and Service assignments and that, despite equitable distribution, Overload was required to accomplish the University Teaching mission. The amount of proposed compensation adjustment must be approved by the Provost to ensure equity across all the colleges. Compensation will be from college funds and will be only for the current year. Faculty must qualify each year to receive consideration for additional compensation.


(2) Teaching Expectations and the APE

(a) High quality education is critical to achieving the University’s mission and, as such, is a requirement of all Teaching faculty. Among factors considered to assess teaching quality, student evaluations will comprise at least twenty-five percent (25%) of those factors. Faculty evaluations will focus on teaching effectiveness and student learning. Faculty members should have high scores on those evaluations and the preponderance of comments about their Teaching should be strongly positive. All faculty are expected to participate in the University’s educational programs through Teaching. To maintain Teaching privileges, Faculty are required to maintain an APE Teaching component score of “Meets


 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

Performance Expectations” or “Exceeds Performance Expectations.”

- (b) Faculty who receive an APE Teaching component score of “Does Not Meet Performance Expectations” will have their Teaching responsibilities temporarily suspended and within two (2) months must successfully complete a teaching excellence course designated by the Provost and also consult with the Institute for Teaching Excellence on matters related to optimal course content design and delivery. After the Director of the Institute for Teaching Excellence confirms the successful completion of the Teaching Excellence course and consultation with instructional design staff, the faculty member may resume Teaching duties.
  - (c) If a faculty member receives a second Teaching component score of “Does Not Meet Performance Expectations” on their APE within a three (3)-year period, Teaching privileges will be revoked until they are able to complete a comprehensive plan, developed by the Department Chair in consultation with the Director of the Institute for Teaching Excellence and approved by the Dean, to improve their Teaching skills, at which time they may request reinstatement of their Teaching privileges. The faculty member may regain Teaching privileges at the discretion of the Dean following successful completion of all elements of the plan and after a successful, minimum three (3)-month trial period and observation by the Department Chair.
  - (d) Tenured faculty members who have had their Teaching privileges revoked will be addressed in compliance with the Post-tenure Review Policy. Non-tenure track faculty who have their Teaching privileges revoked may have their employment terminated.
- (3) Research Expectations and the APE
- (a) All tenure-track and tenured faculty are expected to engage in Research as appropriate for their disciplines and rank to earn distinction in their respective fields. Non-tenure-track faculty are expected to have a Research Workload of at least ten percent (10%) which may include scholarship, creative activities, or professional development, unless otherwise excused by the Dean and Provost.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

- (b) The maximum amount of protected Research time eligible for Workload credit under this policy is defined in this policy statement and is based on tenure status and longevity at the University. Research Workload, however, will not be tracked as part of Workload credit determination. The maximum amount of Research Workload allowable under the policy will be automatically granted to faculty and will be considered protected time. Research time in excess of that allocation is not eligible for Workload credit and, as such, is a decision made by the individual faculty member with the approval of their Department Chair. Department Chairs will ensure any Research time in excess of that eligible for Workload credit does not interfere with either Teaching or required Service obligations.
- (c) Research-active faculty are expected to show evidence of peer recognition for their Research through some combination of the following activities:
  - (i) an ongoing program of scholarship;
  - (ii) demonstrated track record of grant proposal submissions;
  - (iii) obtaining external grant funding;
  - (iv) dissemination of scholarly contributions in peer-reviewed or other respected academic journals or scholarly books;
  - (v) presenting at scholarly conferences or other public venues at a level that is consistent with expectations for peers at Research universities; and
  - (vi) developing a plan for scholarly productivity in the coming year.
- (d) Faculty may be considered “Research-inactive” beginning the semester following any of these occurrences:
  - (i) absence of any peer-reviewed publications in the past three (3) years; or
  - (ii) in the absence of external funding, no new applications for external Research funding in the past three (3) years; or

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


- (iii) a lack of any Research presentations (lectures or poster presentations) at peer conferences in a three (3) year period; or
- (iv) the receipt of an APE with a Research component score of “Does Not Meet Performance Expectations” on two (2) evaluations within a three (3) year period.

There may be rare, extenuating circumstances where a faculty member may meet one or more of the above criteria but unrelated to Research productivity and, in the opinion of the Dean, should not be considered "Research-inactive." In those instances, the Dean may recommend to the Provost that the specific faculty member in question not be considered "Research-inactive" and provide supporting justification for Provost consideration and decision.

- (e) Tenure track Research-inactive faculty may be moved to part-time employment status equal to their Teaching responsibilities. Tenured faculty will be addressed in compliance with the Post-tenure Review Policy. Non-tenure track faculty who become Research-inactive faculty may have their employment terminated.


(4) Service Expectations and APE

- (a) The list of required committees and activities, along with maximum allowable Workload credit for each activity, are contained in Appendix B. For a faculty member to be eligible to receive credit for an individual Service activity, those activities must be assigned and approved by the Department Chair. Activities that are not assigned and approved by the Department Chair, regardless of whether or not they are contained in Appendix B, are not eligible for Workload credit. Service Workload credit may not exceed three (3) credit hours/year without Provost approval.
- (b) Department Chairs will assign Service activities to their faculty as part of the APE. Every effort will be made to equitably distribute all Service assignments.
- (c) Department, College, and University Service. For the department to achieve its mission, it is the responsibility of each faculty member to be engaged in service


 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

aligned with the University and College missions, regardless of rank. Service includes, but is not limited to:

- (i) Leading and serving on University committees;
  - (ii) Attending and participating in at least 75% of scheduled meetings, which is required to receive credit;
  - (iii) Participating in self-study or other accreditation processes. Attendance and participation in at least seventy-five percent (75%) of scheduled meetings is required to receive credit;
  - (iv) Participating in student recruitment events, student orientation and culminating experiences. Attendance and participation in at least seventy-five percent (75%) of all student recruitment events, student orientation events, or student culmination activities, along with attendance at a minimum of two (2) student activity events per year is required to receive credit. Department Chairs will track attendance for their faculty; and
  - (v) Serving on a dissertation/thesis committee. Attendance and participation in at least seventy-five percent (75%) of scheduled meetings is required to receive credit.
- (d) Administrative service. This consists of formal administrative roles authorized or assigned by the Dean, Provost, or President. The amount of credit given for administrative Service activities will be determined by the Dean and must be approved by the Provost to ensure equity across colleges. Such administrative assignments are considered Service activities.
- (e) Professional and Community Service. Engagement in professional and community service activities provides benefits far beyond the University and are essential to having a well-developed faculty. Such activities are considered expected citizenship of faculty members of the University community and are not eligible for Workload credit under this policy. Professional and community service activities may include, but are not limited to:


 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

- (i) leadership roles in professional organizations related to the faculty member's area of scholarly expertise or the University mission;
  - (ii) serving on advisory boards;
  - (iii) serving on journal editorial review boards;
  - (iv) serving on grant review boards or ad hoc peer reviews of articles, books, and grant proposals;
  - (v) participating in student community outreach/engagement events; and
  - (vi) serving on community boards or in other similar roles with mission-aligned organizations.
- (f) Faculty citizenship, as reflected through engagement and collegiality, is an expectation for all faculty members in proportion to their appointment as members of the University community, therefore, such activities are also not eligible for Workload credit under this policy. If an activity is not listed in Appendix A, Appendix B, or the FIP, it is to be considered an expected faculty citizenship activity. Examples of faculty citizenship are listed in Appendix A and include, but are not limited to, the following activities:
- (i) attending all faculty meetings and major University assemblies and ceremonies;
  - (ii) supporting faculty searches;
  - (iii) engaging in department seminars/colloquia;
  - (iv) engaging in professional development activities; and
  - (v) mentoring and advising students or student organizations.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

Department Chairs may consider an individual faculty member’s degree of participation and support of the University community via citizenship activities such as these when making promotion recommendations.

- (5) Clinical Care Expectations
  - (a) Faculty who are authorized by their Dean to engage in clinical care as part of their job description or permitted scope of work will be evaluated by metrics established by their Department Chair, or clinical supervisor if the Department Chair is not in direct supervision of this work. The percent of time and evaluation parameters will be established annually for the faculty member as part of the APE.
  
- (6) Measurement of Workload
  - (a) All faculty Workload elements are defined in terms of credit hours equivalents with a full-time twelve-month Workload minimum equal to thirty (30) credit hours. As defined in state statute, one (1) credit hour equals fifteen (15) contact lecture hours.
  - (b) Credit hour equivalents for the expected types of Teaching, Research, and Service commonly performed by faculty are set forth in Appendix B and established utilizing the following guidelines:


 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

**Table 1**

Activity	Credit hour equivalents earned
Formal Administrative Duties (Ex. Course Director) <sup>1</sup>	1 hour = 0.016
Clinical Practice	1 clinic hour = 0.016
Formal Service (Activities in Appendix A of the Policy Statement) <sup>2</sup>	1 meeting hour = 0.033
Teaching-Classroom Lecture & Peer Instruction <sup>3,4,6</sup>	
Large Group (40 or more NEOMED students)	1 classroom contact hour = 0.067
Small Group (less than 40 NEOMED students)	1 classroom contact hour = 0.045
Teaching-Lab <sup>5</sup> (includes Wasson activities)	1 laboratory contact hour = 0.033
Teaching - Prosection	1 prosection hour = 0.016
Teaching- Dissertation Advisor (NEOMED credit-bearing course); NEOMED students only	each course credit = 0.25 allowable credit hours
Teaching-Clinical setting (ex: NEOMED Healthcare, LLC)	1 clinical contact hour as supervising attending provider = 0.022

**Footnotes:**

- 1) Specific duties, frequency: Provost approval. Associate or assistant course directors not eligible unless approved by the Provost.
- 2) Approved University committees with defined hours and as listed in Appendix B  
0.033 credit hour = 1 meeting hour (0.016) + 1 additional preparatory hour (0.017)  
Committee chairs and current approved committee co-chairs may multiply their committee credit by 1.2 to account for extra responsibility as chair and co-chair. Co-chairs must be approved by the Provost.
- 3) Only NEOMED enrolled students and in NEOMED credit-bearing courses/CME/Certificate programs or Teaching in the KSU-NEOMED Biomedical Sciences program on the NEOMED Rootstown campus are eligible for Teaching Workload credit. Does not include pre-recorded classes that are played without updates or changes.
- 4) For credit in large group lectures, reviews, or activities that are taught by multiple faculty member concurrently, each individual participating faculty member may only take credit for a subset of students in that session as follows: total # of students in attendance / total # of participating faculty in that session = total number of students for which each individual faculty member may receive Workload credit.
- 5) In laboratory sessions taught by more than one faculty member concurrently, each faculty member is eligible for credit as follows: total # students in that laboratory session / total # of faculty Teaching in that session = total number of students for which each individual faculty member may receive Workload credit.
- 6) Other Teaching/educational activities not specifically addressed are eligible for 0.016 credit hours for every hour of activity, as recommended by the Department Chair, verified by the Dean, and with the approval of the Provost to ensure equity across all colleges.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

(6) Workload Determination Procedures


- (a) The Department Chair will review and determine each faculty member’s Workload annually as part of the annual performance review and forward it to the Dean. Modifications to the distribution of effort in the Workload assignments will be negotiated with the department chair to be compliant with all University Workload policies and approved by the Dean and Provost, then forwarded to Human Resources for processing each year no later than March 1st.
- (b) Special situations including, but not limited to, approved sabbaticals and paid leaves will be processed in accordance with University Policy.

**(E) PROCESS TO ADDRESS WORKLOAD CONCERNS**


- (1) Faculty wishing to discuss concerns regarding their Workload assignments should first bring their concerns to the attention of the Department Chair. If unable to resolve at this level, Faculty may bring their concerns to the Dean, who, as appropriate, will consult with the Provost. Any deviation from the standards in this policy must be discussed with the Provost so that there is equity across all colleges. After discussion with the Provost, the decision of the Dean is final.

**(F) POLICY COMPLIANCE AND UPDATES**

- (1) Individual faculty Workloads and instructional responsibilities will be assigned by the Department Chair and reviewed for compliance by the respective Dean who is responsible for monitoring implementation and Workload equity throughout the College. All Workload expectations will align with the University and college appendices for appointment, promotion and tenure and ensure department productivity, advancement, and mission attainment. Oversight of and compliance with this policy is the responsibility of the Provost.
- (2) The Board of Trustees has expressly authorized the President, Provost, and Deans to update this policy as needed to comply with any statutory or University requirements that may be imposed over time.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


- (3) Willful failure to comply with Workload policy requirements may subject faculty to the disciplinary procedures set forth in Appendix D of the University Faculty Bylaws. If, at the conclusion of the disciplinary procedures, a decision to terminate is made, that decision requires the review and support of the Dean and Provost, along with concurrence from the President and approval by the Board of Trustees.

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

### Appendix A

#### Expected Citizenship Activities


Category, activity, and components of activity that may alter activity effort value	Explanations, examples & workload valuation estimates	Credit Hour Equivalents Earned
Participation in NEOMED award ceremonies; Participation in White Coat ceremonies; Participation in NEOMED academic conferral ceremonies		Expected Citizenship
Participation in College, Department and Programmatic Meetings; Participation in NEOMED award or recognition committees and ceremonies; Participation in NEOMED academic conferral ceremonies		Expected Citizenship
1. Attending university updates; Participation in College, Department and Programmatic Meetings; Participation in NEOMED award ceremonies	Faculty & staff; student awards	Expected citizenship
2. Assisting with Faculty/staff job candidate evaluations; Attending university updates; Participation in College, Department and Programmatic Meetings; Professional development activities	Participating in interviews, attending applicant seminars/presentations, and completing written evaluations	Expected citizenship
3. Participation in NEOMED affinity groups; Participation in student outreach activities;	Student community outreach events; attending affinity group meetings	Expected citizenship
4. Mentoring and advising NEOMED students and student organizations		Expected citizenship

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


**Appendix B**

**University Approved Committees**


<u>COMMITTEE NAME</u>	<u>COMMITTEE TYPE</u>	<u>2022/2023 Meeting Frequency</u>	<u>2022/2023 Meeting Duration (in hours)</u>	<u>Workload Calculation: COMMITTEE MEMBER</u>	<u>Workload Calculation: COMMITTEE CHAIR</u>
Academic Management Partnership (AMP)	University Standing Com	11	1.5	0.545	0.654
American Association of Colleges of Pharmacy (AACP) Delegates	COP Accreditation	5	4	0.66	0.792
Basic and Translational Biomedicine (BTB) Advisory Committee	COGS Standing Com	3	1	0.099	0.119
Biomedical Sciences (BMS) Program Committee	COGS Standing Com	3	1	0.099	0.119
Certified Anesthesiologist Assistant (CAA) Advisory Committee (MMScA)	COGS Standing Com	3	1	0.099	0.119
COGS Appointments and Promotions Committee	COGS Standing Com	3	1	0.099	0.119
COGS Committee on Academic and Professional Progress (COGS CAPP)	COGS Standing Com	5	1.5	0.248	0.297
COGS Graduate Faculty Council	COGS Standing Com	12	1.5	0.594	0.713
COGS Program Director Meeting	COGS Standing Com	12	1	0.396	0.476
COGS/COP CAPP Executive Review	COGS Standing Com	2	1	0.066	0.079
COM Admissions Committee (Does not include file review time: 1 hr = 0.016 credit hrs)	COM Standing Com	12	3	1.188	1.426

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	Policy No: 3349-3-203
POLICY TITLE: Faculty Workload Policy	EFFECTIVE DATE: July 1, 2024  REVISED: December 2, 2025
RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs	APPLIES TO: Faculty


<u>COMMITTEE NAME</u>	<u>COMMITTEE TYPE</u>	<u>2022/2023 Meeting Frequency</u>	<u>2022/2023 Meeting Duration (in hours)</u>	<u>Workload Calculation: COMMITTEE MEMBER</u>	<u>Workload Calculation: COMMITTEE CHAIR</u>
COM Clinical Curriculum Subcommittee	COM Curriculum	12	2	0.792	0.951
COM Committee on Academic and Professional Progress (COM CAPP)	COM Standing Com	14	4	1.848	2.218
COM Committee on Academic and Professional Progress Executive Review	COM Standing Com	2	1	0.066	0.079
COM Continuous Quality Improvement Committee	COM Standing Com	12	1	0.396	0.476
COM Curriculum Committee	COM Standing Com	12	2	0.792	0.951
COM Curriculum Evaluation Subcommittee	COM Curriculum	12	1	0.396	0.476
COM Dean's Advisory Group	COM Bylaws	12	2	0.792	0.9504
COM Nominating and Membership Committee	COM Bylaws	1	2	0.066	0.0792
COM Non-tenure Track Faculty Appointments and Promotions Committee	COM Standing Com	7.5	1	0.248	0.297
COM Pre-Clinical Curriculum Subcommittee	COM Curriculum	24	1.5	1.188	1.426
COP Admissions Committee(Does not include file review: 1 hr = 0.016 credit hrs)	COP Standing Com	30	0.5	0.495	0.594
COP Committee on Academic and Professional Progress (COP CAPP)	COP Standing Com	10	4	1.32	1.584
COP Curriculum Committee	COP Standing Com	12	2	0.792	0.951

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	Policy No: 3349-3-203
POLICY TITLE: Faculty Workload Policy	EFFECTIVE DATE: July 1, 2024  REVISED: December 2, 2025
RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs	APPLIES TO: Faculty

<u>COMMITTEE NAME</u>	<u>COMMITTEE TYPE</u>	<u>2022/2023 Meeting Frequency</u>	<u>2022/2023 Meeting Duration (in hours)</u>	Workload Calculation: <u>COMMITTEE MEMBER</u>	Workload Calculation: <u>COMMITTEE CHAIR</u>
COP Non-tenure Track Appointment and Promotion Committee	COP Standing Com	5	2	0.33	0.396
COP Outcomes Assessment Committee	COP Standing Com	12	2	0.792	0.951
COP Preceptor Advisory Steering Committee	COP Faculty	12	1	0.396	0.476
COP/COGS CAPP Executive Review	COP Standing Committee	3	1	0.099	0.119
Foundations of Medicine (MFM) Advisory Committee	COGS Standing Committee	3	1	0.099	0.119
Global Health Innovation (GHI) Advisory Committee	COGS Standing Committee	3	1	0.099	0.119
Graduate Faculty Council	COGS Standing Committee	12	1	0.396	0.476
Institutional Animal Care and Use Committee	Institutional Compliance	10	2	0.66	0.792
Institutional Biosafety Committee	Institutional Compliance	4	1	0.132	0.159
Institutional Hazardous Material & Laboratory Safety Committee	Institutional Compliance	1	1	0.033	0.040
Institutional Review Board	Institutional Compliance	4	1	0.132	0.159
Leadership Advisory Committee (MLHSS)	COGS Standing Com	3	1	0.099	0.119
Master of Public Health (MPH) Admissions Committee	COGS MPH Program	4	2	0.264	0.317

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	Policy No: 3349-3-203
POLICY TITLE: Faculty Workload Policy	EFFECTIVE DATE: July 1, 2024  REVISED: December 2, 2025
RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs	APPLIES TO: Faculty

<u>COMMITTEE NAME</u>	<u>COMMITTEE TYPE</u>	<u>2022/2023 Meeting Frequency</u>	<u>2022/2023 Meeting Duration (in hours)</u>	<u>Workload Calculation: COMMITTEE MEMBER</u>	<u>Workload Calculation: COMMITTEE CHAIR</u>
Master of Public Health (MPH) Curriculum Committee	COGS MPH Program	3	1.25	0.124	0.149
Master of Public Health (MPH) Governing Council	COG MPH Program	3	1.5	0.149	0.179
Medical Ethics and Humanities (MEH) Advisory Committee	COGS Standing Com	3	1	0.099	0.119
Radiation and Laser Safety Committee	Institutional Compliance	4	1	0.132	0.159
Student Conduct Hearing Board	Student Services	9	1	0.297	0.357
Student Curriculum Council (Medicine)	COM Student Committee	9	2	0.594	0.713
Student Curriculum Council (Pharmacy)	COP Student Committee	9	1	0.297	0.357
Tenure Advisory Committee	Faculty	3	2	0.198	0.238
University Bylaws Committee	Univ Standing Com	5	1	0.165	0.198
University Curriculum Quality Collaborative	Strategic Plan	4	2	0.264	0.317
University Faculty Council (UFC) <sup>2</sup>	Univ Standing Com	12	1.5	0.594	0.713
University Mental Health Committee	Univ Standing Com	12	1	0.396	0.476
University Nominating and Membership Committee	Univ Standing Com	4	1	0.132	0.159
University Research Council	Univ Standing Com	5	1	0.165	0.198

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>


<u>COMMITTEE NAME</u>	<u>COMMITTEE TYPE</u>	<u>2022/2023 Meeting Frequency</u>	<u>2022/2023 Meeting Duration (in hours)</u>	<u>Workload Calculation: COMMITTEE MEMBER</u>	<u>Workload Calculation: COMMITTEE CHAIR</u>
University Scholarship and Awards Committee	Univ Standing Com	5	2	0.33	0.396
University Student Accessibility Committee	Univ Standing Com	4	2	0.264	0.317
University Tenure and Promotions Committee	Univ Standing Com	3.5	2	0.231	0.278


**Notes:**

- 1) Current co-chairs of a committee may use the same service calculation as that for chairs. New co-chairs must be approved by the Provost.
- 2) Task Forces of the University Faculty Council must be chartered and approved by the Provost.
- 3) College task forces or ad hoc committees must be approved by the Dean after discussion with the Provost.
- 4) Committees not appearing must be approved by the Provost to be eligible for workload credit. Otherwise participation is to be considered expected University citizenship.

**Other Activities Eligible for Workload Service Credit**

Activity	Frequency	Maximum credit
Participation in self-study or accreditation/re-accreditation activities	As determined by the Dean 1 hr = 0.016 credit hrs	As determined by the Dean and approved by the Provost
Participation in student recruiting, orientation or culmination events	As stated in the policy, section 4(c) (iii) 1 hr = 0.016 credit hrs	As determined by the Dean and approved by the Provost
Serving on a thesis or dissertation committee	1 meeting hr = 0.033 credit hrs	As determined by the Dean and approved by the Provost

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>		<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>		<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>		<b>APPLIES TO: Faculty</b>
Other mission-critical activities	As recommended by the Department Chair and approved by the Dean and Provost	As determined by the Dean and approved by the Provost

 <b>NORTHEAST OHIO MEDICAL UNIVERSITY</b>	<b>Policy No: 3349-3-203</b>
<b>POLICY TITLE: Faculty Workload Policy</b>	<b>EFFECTIVE DATE: July 1, 2024</b>  <b>REVISED: December 2, 2025</b>
<b>RESPONSIBLE DEPARTMENT: Provost, College Deans, and Department Chairs</b>	<b>APPLIES TO: Faculty</b>

### Appendix C

#### Determination of workload credit for Course Directors

There are unique administrative requirements and activities required for successful delivery of a specific course of instruction. The vast majority of these are done by course directors. However, there is great variability in the degree and amount of effort required, depending on course size and complexity. As such, a "one size fits all" approach to giving workload credit for these activities is not appropriate. For purposes of this policy, courses will be considered either basic, intermediate, or advanced, depending in complexity factors outlined below. The college curriculum committees will determine whether a specific course is to be considered basic, intermediate, or advanced and make a recommendation for such to the cognizant Dean who, in turn, will discuss with the Provost prior to approval to ensure consistency across colleges and uniform application of complexity factors:

1. Basic Course (0-1 additional complexity factors below) – 30 hours per course credit
2. Intermediate Course (2-3 additional complexity factors below) - 40 hours per course credit
3. Advanced Course (>3 additional complexity factors below) - 50 hours per course credit

Complexity factors to consider for course classification:

- >1 concurrent course section
- >40 students (*needs data to validate need for this*)
- >10 faculty (*needs data to validate need for this*)
- Active learning modality predominates (e.g., flipped classroom, laboratory)
- Coordination of stakeholders (e.g., Wasson, external university staff, free clinic)
- Curriculum coordinator support not available
- New course or major modification
- Teaching assistant, resident, and/or new faculty development/onboarding

Course directors may receive 0.016 credit hours for every hour of course director duties, depending on the complexity of their course, as above. No other multipliers may be utilized in determining workload credit for course director responsibilities.