

Table 1
Faculty Workload Policy

Activity	Credit hour equivalents earned
Formal Administrative Duties (Ex. Course Director) ¹	1 hour = 0.016
Clinical Practice	1 clinic hour = 0.016
Formal Service (Activities in Appendix A of the Policy Statement) ²	1 meeting hour = 0.033
Teaching-Classroom Lecture & Peer Instruction ^{3,4,6}	
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 ⁵ (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.*