

Title: Teaching and Workload

Policy  
No.: ADM 2.23

Date: 6/13/08  
Rev.: 1/19/09

Areas Affected: All BSMSO Faculty

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**Purpose:** The purpose of this policy is to define and describe the teaching and workload of faculty.

**Policy Statement:**

1. Teaching load is defined as those hours associated with classroom instruction and clinical supervision. Within each course, the teaching load is distributed by faculty to ensure equity in teaching responsibilities
2. The instructor's teaching load shall not exceed 32 hours of classroom and clinical instruction as defined by the Accrediting Council of Independent Colleges and Schools.
3. Workload includes teaching load and the total of all other responsibilities of each instructor. Factors affecting workload include but are not limited to: student contact hours, preparation time, student enrollment, number of courses to which assigned, committee responsibilities, student advisement, and professional development.
4. Full-time instructors teaching in clinical courses are responsible for student learning experiences in the clinical laboratory and in the classroom except when assigned otherwise by the Dean.
5. Part-time faculty workload is determined by the Dean according to the needs of the program.
6. An instructor is responsible for no more than ten (10) students at a given time in the clinical area and fifteen (15) students in precepted clinical courses as defined by the Virginia Board of Nursing.
7. Faculty will demonstrate availability to students by posting office hours. The hours should equal 20% of the faculties budgeted work hours per week.

Reference Policy # \_\_\_\_\_

**Approved by:**

_____	Dean	_____
_____	Executive Vice President/Administrator	_____
Signature	Title	Date

**Approval History:**

Committees and Dates:  
Assistant Dean of Curriculum & Instruction 1/09  
Faculty Forum –  
Faculty Organization -

Key words: Teaching Load, workload