Work Assignment Principles and Guidelines

The College of Nursing is responsible to fulfill its missions that include: Teaching, Research/Scholarship, Practice, and Service. The distribution of faculty work effort is guided by the strategic priorities of the college and university and the efficient and effective use of available financial and human resources.

Work Defined:

Work is the distribution of faculty effort across a period of time, usually per semester across a year. Faculty work combines teaching, advising, research/scholarship, practice, and service. Distribution of an individual faculty member’s work assignment across these areas is determined by the needs of the College and expertise and professional goals of the faculty members.

Faculty Roles:

Teaching/Advising is faculty effort toward instruction, advising, guiding, supervising, and mentoring student’s academic program oversight, as well as participation in curriculum development. Teaching activities occur across programs and faculty members are assigned undergraduate, advanced practice and PhD courses as appropriate with educational preparation, credentialing and experience. All faculty members will be active in the teaching mission of the College.

Research/Scholarship is faculty effort toward proposal writing, managing and leading funded research, conducting research, producing scholarly works, publishing efforts related to scholarly works, and creative activities. Adjustment in work expectations are made in accordance with the funding obtained for research or other scholarly endeavors, or needs of faculty based on appointment and academic rank. All full-time faculty will be active in the research/scholarship mission of the College.

Service is faculty effort in activities that contribute to the mission of the university community and beyond, through their professional role. All faculty members are expected to participate in the governance of the college, university and their professional organization through committee assignment, including leadership roles in accordance with academic rank. All full-time faculty will be active in the service mission of the College.
Practice is any form of nursing intervention that influences health care outcomes for individuals or populations, including the direct care of individual patients, management of care for individuals and populations, administration of nursing and health care organizations, and the development and implementation of health policy. A distinguishing characteristic of faculty practice within the College of Nursing is the belief that teaching, research, practice, and service must be closely integrated to achieve excellence. Faculty practice provides one vehicle through which faculty implement these missions. Faculty practice includes those practice activities encompassed in the faculty member’s College of Nursing work assignment.

Workload Formula

The College of Nursing standard is that each full time faculty will be assigned 4 Course Equivalents (CE) each semester. Teaching assignments in nursing are didactic, seminar, clinical (in clinical agencies, with patients and clinical laboratory/simulation). The workload formula, below, assigns Course Equivalents in a way that is equitable across course formats, with release, using CE format for scholarship, research and practice.

The following formula standardizes workload credit for the variety of teaching formats that a faculty member may be assigned in the College of Nursing to meet the 4 course equivalents, per semester, workload requirement. Course equivalents included didactic instruction (face to face, hybrid and online), course chair, direct and indirect clinical supervision (including simulation and other skill practice labs), and seminars.

1. 1 CE = 3 credit didactic course (inclusive of weekly preparation)
2. Clinical hours may be direct or indirect supervision
   a. Direct supervision
      i. 1 CE = ≈6 hours clinical contact weekly over full semester
      ii. 2 CE = ≈12 hours clinical contact weekly over full semester

   b. Indirect supervision, with “preceptors”
      i. Site visits with weekly clinical conferences is calculated as the hours for direct clinical supervision = 1 CE
      ii. Site visits less than weekly and clinical conferences, is 0.5 CE.
3. Clinical lab/Simulation – teaching in these areas are calculated as clinical assignment.
4. PhD student guidance – For each cohort of 4-6 PhD students that a faculty member is assigned to as major professor and/or dissertation chair, the faculty member will receive 1 course equivalent (CE) unit in the teaching component of the assignment.

Scholarship
1. Pre-tenured faculty receive 2 CE scholarly release each semester for research/scholarship.
2. Tenured faculty receive 2 CE release each semester for research/scholarship. The 2 CE contributed release time should be used to obtain funding (buyout) to replace the contributed release.
3. Full-time, Fixed Term including HP faculty, who are doctorally prepared, will receive 1 CE scholarly release each semester. The 1 CE contributed release time should be used to obtain funding (buyout) to replace the contributed release.
4. Non-doctorally prepared fixed term faculty will receive 0.5 CE scholarly release each semester. The 0.5 CE contributed release time should be used to obtain funding (buyout) to replace the contributed release.
5. Faculty must maintain a record of publication and presentations and/or continued funding in order to continue receiving scholarly release. The release time for scholarship will be reassigned to teaching and/or practice if a record of publication and presentations is not maintained.
6. Conditions for maintaining release for scholarship will be assessed during the annual evaluations, with expectations for faculty by rank and appointment type.

Examples of Scholarly work include:
   a. Publications
      i. Published articles or galley sheets
      ii. Reviewer feedback
   b. Presentations
      i. Poster or presentation along with program of conference
      ii. Formal acceptance for podium or poster presentation
c. Grant proposal submission expectations include:
   i. Agreement for peer review
   ii. Submission of peer review
   iii. Plan for addressing reviewers’ comments in revised proposal
   iv. Notice of scored proposal
   v. Notice of grant award.

Practice

1. Practice is 1 CE for each day of clinical practice.

Service

Service is an expected part of the faculty role, good College of Nursing and Michigan State University citizenship, and will not generally have assigned workload credit. Some identified College and University service commitment have a high level of responsibility and time commitment. They will receive workload credit as described below:

1. Committee Chairs and Advisors = 0.5/semester
   a. College Advisory Committee
   b. Graduate Program Committee
   c. Undergraduate Program Committee
   d. Student Advisory Committee
   e. Institutional Review Board

Approved: 12/9/16