

	Title: <i>Policy on Faculty Teaching and Professional Requirements</i>	Review Frequency: Three Years	Effective Date: 7/1/2022
	Document Category / Document Type	Doc Control #	CON - 302
		Revision #	4

1. Purpose/Objectives.
 - 1.1. The purpose of this policy is to provide definitions and requirements for faculty teaching and professional requirements in relation the University-level policies, C100 and C110.
2. Scope.
 - 2.1. This policy applies to all College of Nursing faculty.
3. Content.

Standard Credit Hours per Term/Semester by Track for 12-month contracted faculty*

Track	Annual Units*	Baseline Units**
Tenured/Tenure-Track	18	36
Clinician Educators Professorial Track	24	36
Lecturers & All Instructors	33	36

***Distribution or allocation of annual units is flexible by term/semester; however, the annual units must meet the above totals.**

****The reduction in baseline units is to allow for measurable faculty scholarship as negotiated with and documented with the faculty's supervisor and approved by the appropriate Dean.**

The baseline units across all tracks is 12 credits per term/semester. Standard credit hours per term/semester as detailed above are reduced proportionally by track to support critical areas that support the faculty's scope of work within their respective tracks and the mission of the College of Nursing (CON) at The University of New Mexico.

Faculty Teaching and Professional Requirements are assessed based on the calendar year (Spring/Summer/Fall) to align with annual performance evaluations.

Team Teaching: When two faculty are assigned to a didactic course, credit hours will be split proportionally according to their assignment. Credit for co-taught courses may not exceed the total number of course credit hours.

Teaching Priority: All CON faculty, regardless of any buyouts, are required to teach a minimum of one 3 credit CON course per year. Course credit provided for chairing Doctoral Dissertations and DNP Projects cannot be used to fulfill the requirement to teach a minimum of one 3-credit course per year. Teaching a course outside of the CON does not meet the obligation of teaching within the CON and needs prior approval from the faculty's supervisor.

Non-tenure track faculty receive credit for scholarly work that is appropriate to the mission of the College of Nursing that may be revenue generating. Faculty may be able to decrease their teaching load by three credits in one of the three terms for a specific project in alignment with the CON strategic plan and as negotiated with their, direct supervisor, and the Associate Dean of Research and Scholarship and/or the Vice Dean. Final approval is determined by the CON Dean and is dependent on funding availability and teaching needs of the CON (a written agreement with deliverables will need to be completed and agreed upon prior to execution.).

- Faculty awarded and/or those attributed a specific percentage of FTE on grants, contracts, or sponsored projects from externally funded organizations receive credit as outlined below. Credit must be validated against grant buy-out and teaching responsibilities at least one to two semesters in advance of the award prior to the start of the semester, prior to and in conjunction with effort certifications.

- Faculty engaged in research/scholarship that is not externally funded may receive credit if the project is related to and supports both the mission and the strategic plan of the College of Nursing. Allocation of credit for research/scholarly work activities that are not externally funded will be determined by the Supervisor with a recommendation from the Associate Dean of Research and Scholarship and final approval by Vice Dean.

Service is a Professional obligation and an expectation for all faculty in accordance with their track and rank and will be documented at the annual evaluation.

Tenured/Tenure-Track

Faculty within the Tenured/Tenured-Track are held to high standards of research and scholarship. Tenured/Tenure-Track faculty are expected to seek and obtain funding support for their programs of research as well as publish scholarly papers in high impact journals.

TABLE A: Tenured/Tenure-Track Release Options		
Starting: 36 units per academic year for faculty actively engaged in scholarship and research as demonstrated by publication and grant productivity	Doctoral Student(s)	<ul style="list-style-type: none"> • 3 credit release/academic year - Serving as Chair for PhD or Faculty Mentor for DNP on one or more PhD committees or DNP scholarly project. Course credit provided for chairing Doctoral Dissertations and DNP Projects cannot be used to fulfill the requirement to teach a minimum of one 3-credit course per year. • Eligibility determined by PhD or DNP Program Director.
	Grants/ Funded Projects [±]	<ul style="list-style-type: none"> • Requires prior approval by the faculty member’s supervisor, Executive Vice Dean, and Associate Dean for Research & Scholarship based on external grant funding - calculations will be based upon effort required for the grant based on the total annual baseline units of 36. • Based on external grant funding - calculations will be based upon effort required for the grant based on the total annual baseline units of 36*.
	Contracted Clinical Practice	<ul style="list-style-type: none"> • Requires contracted clinical assignment as a part of the faculty member’s FTE as negotiated and determined by the faculty supervisor and Assistant Dean of Clinical Affairs. • Based on fully executed agreement within clinical contract. • Calculations based on required work hours using a total annual baseline unit of 36 credits in relation to the needs of the CON.

[±]Supplemental scholarly work and grant release time will be assessed at least annually during faculty reviews, as well as prior to submission of external research grants.

*Tenured/Tenure Track faculty are required to teach a minimum of one course/year.

Clinician Educator Track – Professorial Ranks

Faculty serving in the Clinician Educator professorial ranks are primarily engaged in teaching, patient care, and/or administrative practice and as well as engaging in a program of scholarship.

As professorial ranked members of the faculty, Clinician Educators are expected to participate in service activities at the level of their rank.

TABLE B: Clinician Educator Track Release Options		
Starting: 36 units per academic year	Doctoral Student(s)	<ul style="list-style-type: none"> • 3 credit release/academic year - Serving as Chair/Faculty Mentor on one or more PhD committees or DNP scholarly projects. Course credit provided for chairing Doctoral Dissertations and DNP Projects cannot be used to fulfill the requirement to teach a minimum of one 3-credit course per year. • Eligibility determined by PhD or DNP Program Director

	Grants/ Funded Projects±	<ul style="list-style-type: none"> Requires prior approval by the faculty member’s supervisor, Executive Vice Dean, and Associate Dean for Research & Scholarship based on external grant funding - calculations will be based upon effort required for the grant based on the total annual baseline units of 36. Based on external grant funding - calculations will be based upon effort required for the grant based on the total annual baseline units of 36.
	Contracted Clinical Practice	<ul style="list-style-type: none"> Requires contracted clinical assignment as a part of the faculty member’s FTE as negotiated and determined by the faculty supervisor and Assistant Dean for Clinical Affairs. Based on fully executed agreement within clinical contract. Calculations based on required work hours using a total annual baseline unit of 36 credits in relation to the needs of the CON.

±Supplemental scholarly work and grant/funded project release time will be assessed at least annually during faculty reviews, as well as prior to submission of external research grants.

Lecturers and All Instructor Tracks

Lecturer and Instructor Track faculty are primarily engaged in teaching as reflected in the standard teaching load assignments, but may also participate in clinical practice and scholarly work as it relates to their areas of expertise.

TABLE C: Lecturer/Instructor Release Options		
Starting: 36 units per academic year	Doctoral Student(s)	<ul style="list-style-type: none"> 3 credit release/academic year - Serving as Faculty Mentor on one or more DNP scholarly project. Eligibility determined by DNP Program Director.
	Grants/ Projects	<ul style="list-style-type: none"> Requires prior approval by the faculty member’s supervisor, Executive Vice Dean, and Associate Dean for Research & Scholarship based on external grant funding - calculations will be based upon effort required for the grant based on the total annual baseline units of 36. Based on external grant funding - calculations will be based upon effort required for the grant based on the total annual baseline units of 36.
	Clinical Practice	<ul style="list-style-type: none"> Requires contracted clinical assignment as a part of the faculty member’s FTE as negotiated and determined by the supervisor and Assistant Dean of Clinical Affairs. Based on fully executed agreement within clinical contract. Calculations based on required credits using a total annual baseline unit of 36 credits in relation to the needs of the CON.

Administrative Roles

Faculty serving in administrative capacities are provided adequate release time as negotiated with the Vice Dean. Certain roles are required by the Board of Nursing or accrediting bodies to have a minimum percent of release time to dedicate to their administrative responsibilities. Undergraduate Level coordinators will receive 3 credits per each term.

Lab and Clinical Coordination

Faculty collaborate with the Office of Clinical Affairs staff for the certification of student credentials, assigning clinical placements, and coordinating with clinical sites and preceptors each term/semester. Faculty coordinating specific components of clinical courses receive credit towards teaching responsibilities.

TABLE D: Clinical & Lab Teaching and Coordination	Credit per course
---	-------------------

Undergraduate	Clinical Coordination	1 credit
	Rotation Requiring On-Site Faculty	96 hours = 5 credits
	Capstone	1 credit
	Skills Lab Instruction	25-30 hours = 1 credit Above 30 hours =2 credits
Graduate	Clinical Coordinators	1 credit
	Graduate Fieldwork	1 credit
	Assigned Faculty APRN Site Visits	0.5 credit
	Clinical/Skills Lab Instruction	50 hours = 1 credit

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
College of Nursing Dean, Vice Dean, and Associate Dean for Research and Scholarship	The deans are responsible for enforcing this document which are within the purview of the College of Nursing administration and are dependent on adequate funding and available resources.
Assistant Deans and Associate Dean for Research and Scholarship	The Associate Dean for Research and Scholarship and the assistant deans are responsible for developing and implementing assignments in teaching, research/scholarly work, practice, and service.
Program Directors, Concentration/Level Coordinators	The program directors and concentration coordinators are responsible for providing the Associate Dean for Research and Scholarship and the assistant deans with input for the development and assigning of faculty teaching and professional requirements.
College of Nursing Faculty	Faculty are responsible for understanding and adhering to this policy.

5. Records Applicability/Retention

5.1. Faculty assignments documentation will be maintained within the individual faculty member's personnel file. A full record of assignments for all faculty will be maintained for each semester in the College's shared network folder.

6. External Reference(s).

6.1. New Mexico Board of Nursing, Rules and Regulations: Nursing Education Programs 16.12.3.1 NMAC – Rp, 16.12.3.1 NMAC, 10/1/2016. <http://nmbon.sks.com/rules-regulations.aspx>.

7. Internal Reference(s).

7.1. UNM Faculty Handbook: C100 Academic Load (<http://handbook.unm.edu/policies/section-c/employment-appointment/c100.html>)

7.2. UNM Faculty Handbook: C110 Teaching Assignments (<http://handbook.unm.edu/policies/section-c/employment-appointment/c110.html>)

7.3. UNM College of Nursing Policy 3.3.1: Faculty Compensation Plan Policy and Procedure

7.4. UNM Digital Repository: http://digitalrepository.unm.edu/cgi/viewcontent.cgi?article=1087&context=fs_documents.

7.5. UNM Faculty Handbook Policy C130: Outside Employment and Conflicts of Commitment (<http://handbook.unm.edu/policies/section-c/employment-appointment/c130.html>)

7.6. UNM Health Sciences Center Policy: Health Sciences Center Faculty Outside Professional Activities
 (<http://hsc.unm.edu/research/coi/common/pdf/hsc-faculty-outside-activities-policy-10nov30.pdf>)

- 8. Definitions.
 - 8.1. None
- 9. Key Words.
 - 9.1. Teaching assignments, professional requirements, research, scholarship, scholarly work, lab and clinical coordination, administrative assignments
- 10. Attachments.
 - 10.1. None

11. Approval Authority.

APPROVAL and Information			
Item	Contact Information	Date	Approved/ Reviewed
Document Owner	<i>Christine E. Kasper, Dean and Professor, College of Nursing</i>		
Contributor	<i>Christine E. Kasper, Dean</i>	<i>5/12/2022</i>	<i>Approved</i>
Contributor	<i>Carolyn Montoya, Interim Vice Dean</i>	<i>5/12/2022</i>	<i>Approved</i>
Contributor	<i>Patricia Watts Kelley, Associate Dean for Research and Scholarship</i>	<i>5/12/2022</i>	<i>Approved</i>
Contributor	<i>Kristen Ostrem-Niemcewicz, Interim Assistant Dean for Undergraduate Education</i>	<i>5/12/2022</i>	<i>Approved</i>
Contributor	<i>Christy Cogil, Interim Assistant Dean for Graduate Professional Programs</i>	<i>5/12/2022</i>	<i>Approved</i>
Contributor	<i>Jan Martin, Interim Assistant Dean for Clinical Affairs</i>	<i>5/12/2022</i>	<i>Approved</i>
Official Approver	<i>Christine E. Kasper, Dean and Professor, College of Nursing</i>		
Official Signature		<i>5/12/2022</i>	
Document Origination Date		<i>03/29/2021</i>	
Document Effective Date		<i>7/1/2022</i>	

12. Document History.

HISTORY LOG				
Date and Date Type:	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
Revision: 2/25/2018	2	College of Nursing Faculty Workload Policy and Procedure	Modified prior document to more accurately account for faculty assignments	Carolyn Montoya, Interim Dean
Revision: 3/5/2019 Effective Date: July 1, 2019	3	College of Nursing Faculty Workload Policy and Procedure	Modified workload allocation for tenure/tenure track faculty to reflect funding. Language on workload for student success coordinators and simulation faculty added. Adjusted workloads to align with UNM Policies C100, C110	Christine E. Kasper, Dean and Professor
Revision: 9/1/2021 Effective Date: 7/1/2022	4	Policy on Faculty Teaching and Professional Requirements	Document title was changed. The policy was revised to more accurately align faculty teaching and professional requirements with the expectations of each faculty track. Document clarifies buy-out for faculty from teaching responsibilities as appropriate to rank and track. Responsibilities section changed to reflect new faculty administrative structure.	Christine E. Kasper, Dean and Professor