

School of Kinesiology and Recreation Workload Policy

The workload policy guidelines below shall apply to full-time, tenured and tenure-track faculty in KNR. The overarching purpose of the policy is to comply with terms of the 2025-2028 ISU/UFISU Collective Bargaining Agreement (CBA). The KNR workload policy specifies guidelines to accompany the CAST and University Policies. Refer to those policies for additional parameters on workload.

Teaching Activity

1. Tenure and Tenured Track faculty within the School of KNR, who are meeting expectations in research and service, shall not be assigned more than 18 Credit Hour Equivalents (CHEs) per academic year for teaching and expected professional obligations, such as attending school meetings and events, holding office hours, actively participating in student mentoring, and supporting program review, assessment, and accreditation.
2. Release time resulting in fewer than 18 CHEs is subject to Dean approval and available resources. Undergraduate programs in the School of KNR that have one designated program director at the major level may be assigned 3 CHEs per semester for administrative work. Co-directors may receive 3 CHEs per academic year each. Graduate program directors may be assigned 3 CHEs per semester for administrative work based on accreditation standards or at the discretion of the Dean/School Director. If an assistant director for KNR is appointed, this person may receive up to 9 CHEs of release time per academic year for administrative work. Additional circumstances may arise to allow teaching release time with approval from the Dean and School Director.
3. Student mentoring: Mentoring of students takes many forms, including, but not limited to independent studies, culminating projects, thesis and dissertation committees, honors in-class projects, UTA/GA supervision, and advising graduate students. The expectation is for all faculty to mentor students but not be overburdened. Within a semester, a faculty member should not direct more than 5 such mentoring experiences, or approximately 100 hours of total student mentorship. As the number of hours per week varies depending on the mentorship experience, this provides flexibility on how a faculty member may utilize their time supporting students. For example, mentorship of an in-class honors project is generally less time consuming than thesis committee chair.
4. Clinical coordinators, internship coordinators, and student teacher coordinators may be assigned up to 3 CHEs per academic year for administrative work subject to Dean approval. CHEs may be based on the number of students, annual reporting and documentation, or accreditation guidelines. In addition, faculty instructors supervising internship courses will be assigned 1 CHE per 5 students. Those assigned to supervise student teachers will follow the FTE assignment per student as determined by Human Resources. The expectation is to not be assigned more than .25 FTE or 3 CHEs per semester total for these experiences unless approved by the Dean and School Director

5. Courses, including all sections added together, with 125 students or more, will receive at least one GA (.25-.50 FTE) to support grading, hold office hours, answer email, help with instruction, and other duties as assigned in compliance with the GTA collective bargaining agreement. This is subject to the availability of resources and Director and Dean approval.

Scholarly and Creative Activity

1. Newly hired faculty member: Per Article 30.02.F of the Agreement, each new probationary faculty member will receive one course reduction (3 CHEs) once during the pre-tenure period. In KNR, this course reduction will normally take place during the faculty member's first semester.

Service Activity

1. Graduate Sequence Coordinators, including those that oversee certificate programs, may receive up to 1.0 CHE per semester for their role in advising graduate students, recruitment and admission of perspective students, and administrative work. The number of CHEs will be determined based on the number of students enrolled in the program, or total number of students a person oversees across programs/certificates. If a graduate program/certificate has more than 60 students, an additional person may be asked to share the responsibility of a graduate sequence coordinator, but no more than 1.0 CHE will be assigned to one person.

- a. 1-15 = .25 CHE
- b. 16-30 = .50 CHE
- c. 31-45 = .75 CHE
- d. 46-60 = 1.0 CHE

Laboratory coordinators may receive up to 1.0 CHE per academic year for their role in maintaining laboratory spaces. This includes equipment maintenance and recapitalization, revenue optimization, and space utilization.

2. Most committees within KNR will be considered 0.5-1.0 CHE per academic year. Overall service should not constitute more than 2 CHEs per academic year without approval from the Dean and School Director.

- a. SFSC = 1.0 CHE
- b. ELM = .50 CHE
- c. SCC = .50 CHE
- d. EDI = .50 CHE

The CHEs provided are at a minimum and may increase due to projected workload in consultation with the School Director. Designated chairs of these committees may be considered for a higher CHE.

3. Service for probationary (pre-tenure) faculty within the first and second year (excluding those that bring in 2+ years) should be minimal and may exclude assignments to formal committees. In consultation with the School Director, a reasonable service load will be assigned.

4. Those that serve their profession in higher level roles, such as assigned editor for a professional journal and leadership positions for associations/boards, in consultation with the School Director, may receive up to 1.0 CHE per academic year.

5. Additional service work may be assigned to meet the 1.5-2 CHEs per academic year workload for all faculty, such as ad hoc committees and search committees. While service activities are assigned as part of the annual assignment letter, the faculty member's service activities should be developed through consultation between the faculty member and the School Director to identify the appropriate type and level of service commitments, including external service and at the program level.