

01. PURPOSE

01.01 In accordance with university policy ([APS 790601](#), Faculty Workload), all faculty in the College of Criminal Justice have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively.

01.02 The College of Criminal Justice elected to create and maintain a single college workload policy with agreement from each department chair and with input from tenured, tenure-track, and continuing non-tenure track faculty. The College workload policy is reviewed annually and subject to approval by the Dean and the Provost and Sr. Vice President for Academic Affairs.

01.03 The department chairs are responsible for assigning each faculty member's workload, in consultation with the faculty member, at the beginning of each fall, spring, and long summer (if applicable) semester. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service with consideration of individual faculty member's professional goals, interests, and skill sets. The Dean is responsible for assigning each chair's workload, in consultation with the chair at the beginning of each fall, spring, and long summer semester. During this meeting, chairs can negotiate research time in their workload with approval by the Dean. Each semester, the department chair submits the faculty workload to the Dean for approval and reporting.

02. WORKLOAD CREDIT

02.01 The standard workload for full-time faculty is 12-workload credits per semester. One (1) workload credit is defined as one (1) semester credit hour of organized instruction or the equivalent. Every 3 hours of workload credits are equivalent to approximately 10 hours of work per week. Approved workload credit over 12-workload credits per semester for tenured and tenure-track faculty may be accrued for future use with approval from the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs in accordance with [APS 810701](#), *Instructional Overload Assignment*. The Dean's office will maintain record keeping for all approved accrued workloads to be used within three academic years.

02.02 For most Professors of Practice and full-time Lecturers (excluding Lecturer-pool) in the College, this 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes (12 workload credits).

02.03 For most tenure-track and tenured faculty teaching in the College, the 12-workload credit standard is typically fulfilled by teaching three (3) 3-credit hour classes (9 workload credits) and conducting research at a level that warrants the awarding of three (3) workload credits.

02.04 For most tenure-track and tenured faculty in terminal degree programs (Ph.D.), the 12-workload credit standard is typically fulfilled by teaching two (2) 3-credit hour classes (6 workload credits), conducting research at a level that warrants the awarding of three (3) workload credits and mentoring doctoral students (3 workload credits). Mentoring doctoral students may include directing doctoral portfolios and dissertations, publishing peer-reviewed articles with doctoral students, presenting at national and regional conferences with doctoral students, serving on doctoral administrative service committees, and/or teaching doctoral-level courses.

02.05 For most newly hired, tenure-track faculty in terminal degree programs (Ph.D.), the 12-workload credit standard is fulfilled by teaching two (2) 3-credit hour classes (6 workload credits) and conducting research at a level that warrants the awarding of six (6) workload credits. This additional 3 workload research credit is in place of the 3 workload credits for mentoring doctoral students and may be granted for the first two (2) years of employment to assist junior faculty in developing a record of sustained scholarly activity prior to mentoring doctoral students.

03. PRACTICE FOR TEACHING WORKLOAD ADJUSTMENTS

03.01 Team Teaching: Faculty members who team teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities.

03.02 Large Class Enrollment: For faculty members in non-PhD granting programs only, the department chair may grant a workload up to six (6) workload credits if a faculty member is assigned to teach a large undergraduate class of over 100 students.

04. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

04.01 The College of Criminal Justice allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

04.02 Workload adjustments resulting in no workload credit towards teaching are not typical and may only be considered under rare and temporary circumstances with the approval of the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

04.03 Workload credit for other professional responsibilities and assignments, include:

- a) Chair Assignment – Workload credit of up to six (6) per semester, as authorized by *Appointment, Workload, and Evaluation of Chairs* ([APS 110511](#)), may be granted for chairing an academic department.
- b) Program Director/Coordinator Assignment – Workload credit of up to three (3) per semester may be granted for a faculty member who directs a doctoral program or an undergraduate program with a significant number of majors and/or minors.
- c) Laboratory Safety Officer – Workload credit of up to three (3) per academic year may be granted for a faculty member who serves as a laboratory safety officer.
- d) Research Director Adjustment – Workload credit of up to three (3) per semester may be granted for a faculty member who serves as a Research Director of one of the Institutes or Centers within the Criminal Justice Center.
- e) Research Buy-Out Adjustment – Following ORSP guidelines, workload credit may be granted to a faculty member who has secured external funding.
- f) Professional and Administrative Activity Adjustment – Workload credit of up to three (3) per academic year may be granted for a faculty member who performs significant administrative or professional activities beyond standard expectations (e.g., chairing the university Faculty Senate, serving on the executive board of a national professional organization). Detailed evidence to support the workload credit adjustment must be provided by the faculty member and approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.
- g) Developmental Leave Adjustment – Up to twelve (12) workload credits per semester may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with [APS 800328](#), *Faculty Development Leave*
- h) Mentoring of Ph.D. Students Adjustment (only for faculty in non-Ph.D. degree programs) – Workload credit may be granted to a faculty member in non-Ph.D. degree programs in the College who have been approved to chair a Ph.D.

dissertation committee (1 workload credit). Upon completion, the workload credit will be banked for future use to be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

- i) Mentoring of M.A./M.S. Students Adjustment– Workload credit may be granted to a faculty member participating in graduate mentorship in the M.A./M.S. programs, such as chairing M.A./M.S. thesis committees (0.60 workload credit per thesis chaired), chairing M.A./M.S. capstone projects (0.30 workload credit per capstone chaired), or the instructor of record for M.A./M.S.-level independent studies (0.30 workload credit per organized course). Upon completion, the workload credit will be banked for future use to be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

- j) Mentoring of Undergraduate Students Adjustment – Workload credit may be granted to a faculty member participating in undergraduate mentorship, such as chairing honors theses (0.50 workload credit per thesis chaired) or the instructor of record for undergraduate-level independent studies (0.25 workload credit per organized course). Upon completion, the workload credit will be banked for future use to be approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

Course Number	Course Title	Credit Hrs	Workload Cr	Total Hrs
FORS 3366	Intro to Forensic Science	3	3	3
FORS 3380	Intro to Forensic Chemistry	3	3	3
FORS 4310	Physical Evidence Techniques for Forensic Science	3	3	3
FORS 4317	Applied Statistics for Forensic Science	3	3	3
FORS 4320	Fundamentals of Forensic Biology	3	3	3
FORS 4330	Fingerprint Examination	3	3	3
FORS 4364	Crime Scene Investigation Techniques	3	3	3
FORS 4380	Ethics and Professional Practice in Forensic Science	3	3	3
FORS 5114	Firearms and Toolmarks	1	1	1
FORS 5116	Seminar in Forensic Science	1	1	1
FORS 5117	Controlled Substances	1	1	1
FORS 5119	Fire Debris	1	1	1
FORS 5226	Law and Forensic Science	2	2	2
FORS 5310	Forensic Molecular Biology	3	3	3
FORS 5337	Fundamentals of Criminalistics	3	3	3
FORS 5360	Pattern and Physical Evidence Concepts LEC	3	2	2
FORS 5360	Pattern and Physical Evidence Concepts LAB	0	2.67	4
FORS 5435	Trace/Microscopical Analysis LEC	4	3	3
FORS 5435	Trace/Microscopical Analysis LAB	0	2.67	4
FORS 5435	Trace/Microscopical Analysis LAB	0	2.67	4
FORS 5440	Forensic Biology LEC	4	3	3
FORS 5440	Forensic Biology LAB	0	2.67	4
FORS 5440	Forensic Biology LAB	0	2.67	4
FORS 5445	Forensic Instrumental Analysis LEC	4	3	3
FORS 5445	Forensic Instrumental Analysis LAB	0	2.67	4
FORS 5445	Forensic Instrumental Analysis LAB	0	2.67	4
FORS 6014	Forensic Science Research	3	3	3
FORS 6111	Fundamentals of Research Methods	1	1	1
FORS 6224	Quality Assurance and Ethical Conduct in Forensic Science	2	2	2
FORS 6315	Forensic Stats/Population Genetics	3	3	3
FORS 6317	Forensic Statistics	3	3	3
FORS 6319	Controlled Substance Analysis	3	3	3
FORS 6361	Advanced Forensic DNA LEC	3	2	2
FORS 6361	Advanced Forensic DNA LAB	0	2	3
FORS 6371	Forensic Science Internship	3	3	3
FORS 6446	Forensic Toxicology LEC	4	3	3
FORS 6446	Forensic Toxicology LAB	0	2.67	4
FORS 7315	Advanced DNA Mixture Interpretation	3	3	3
FORS 7331	Research Methods	3	3	3
FORS 7332	Scientific Communications	3	3	3
FORS 7345	Advanced Mass Spectrometry and Spectral Interpretation	3	3	3
FORS 7346	Advanced Forensic Toxicology	3	3	3
FORS 8099	Dissertation	3		3
FORS 8099	Dissertation	1		1
FORS 5118	Questioned Documents	1	1	1
FORS 5362	Techniques-Crime Scene Investg	3	3	3
FORS 6094	Special Topics: Spectroscopic Techniques	1	1	1
FORS 6333	Behavioral Genetics	3	3	3
FORS 6335	Advanced Forensic Chemistry	3	3	3
FORS 6337	Forensic Medicine	3	3	3
FORS 6345	Advanced Instrumental Analysis	3	3	3
FORS 7089	Practicum	3		3
FORS 7381	Explosive Analysis & Detection	3	3	3
FORS 7390	Forensic Laboratory Management	3	3	3
FORS 7394	Doctoral Seminar in For Sci	3	3	3