

**READING HOSPITAL SCHOOL OF HEALTH SCIENCES  
MEDICAL IMAGING PROGRAM  
POLICY NO. MI305**

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**SUBJECT: Faculty Workload**

Responsibility of: Medical Imaging Program Director  
Originated: September, 2012      Revised: October, 2013      Reviewed:

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**Purpose**

To identify Faculty responsibilities.

Instructors are recognized as accountable professionals, who exercise flexibility to complete job responsibilities on or off campus.

The Medical Imaging Program Director is responsible to provide the leadership for the implementation of the Faculty Workload Policy. The Medical Imaging Program Director reserves the authority to make changes to the policy and/or faculty assignments at any time to meet the needs of the Medical Imaging Program.

**Fulltime faculty**

Fulltime Medical Imaging faculty maintain a 12 month (year-round) schedule.

The academic year is composed of two weeks of student orientation preceding the spring and fall semesters, two 16-week semesters and one 12-week semester. Fulltime Faculty are assigned roles in orientation weeks and all three semesters (Fall, Spring, and Summer) up to 12 workload credits per 16 week semester and 10 workload credits per 12 week semester not to exceed 30 workload credits per 12 month academic year.

Fulltime faculty are responsible to work 24 to 30 workload credits per academic year.

**Exempt Status:**

Fulltime faculty are exempt employees.

**Faculty Teaching Assignments:**

Assignments are made by the Program Director on a semester by semester basis based on program needs and enrollment. Duties may be reassigned each semester according to the needs of the program. While effort is made to maintain stability of the assignments, faculty are not hired into any one position and will be assigned each semester according to the needs of the Medical Imaging Program.

**Teaching Workload Credit Hour Calculations**

This formula is utilized to calculate the direct teaching responsibilities (classroom and clinical teaching hours).

15 hours of teaching in the classroom = 1 workload credit hour

45 hours of clinical teaching = 1 workload credit hour

Course Coordinator

Clinical courses = 3 workload credits for entire semester.

Non-clinical courses = 1 workload credit.

Academic Faculty to Student Ratio: 1 faculty per program capacity

Clinical Seminar Faculty to Student Ratio: 1:10

Chair of Standing Committee = 3 workload credit hours (assumes 3 hours of on-campus work per week)

**Release Time:**

Special projects as assigned by the Medical Imaging Program Director may be considered toward Faculty workload. Three hours of on-campus assigned project time per week for 15 weeks = 1 workload credit hour (classroom equivalent). Release time for research or special projects is granted at the discretion of the Medical Imaging Program Director.

**Responsibilities:**

Full time faculty job responsibilities include, but are not limited to:

1. Teaching (classroom and clinical) assigned courses. Instructors are expected to fulfill all teaching responsibilities; a substitute instructor may provide coverage in the event of attendance at a professional conference/workshop/seminar or in the event of unavoidable absence.
2. Providing advisement as well as formative and summative evaluation to students.
3. Maintaining accessibility to students. Although Medical Imaging faculty are on campus daily, the nature and variability of responsibilities precludes Faculty from posting set office hours each semester.
  - a. Faculty are responsible for communicating to students how best to contact them (email; pager; Vocera; office phone; cell phone, other).
  - b. Faculty are expected to respond promptly to student inquiries.
  - c. Meetings should be scheduled at a time determined to be mutually convenient to student and faculty member. Meeting times should not conflict with other courses, scheduled meetings or other assigned responsibilities.
4. Participating as an active member of the Faculty Organization.
  - a. Attendance at all Faculty meetings is required.
  - b. Fulltime faculty are also expected to assist with various program events throughout the year, including but not limited to: recruitment, admissions, student pre-orientation/orientation and graduation ceremonies.
5. Serving as an active member on a minimum of one Standing Committee. Attendance at committee meetings and active participation in committee functions as required.
6. Participating in Medical Imaging Program workshops/in-service/faculty development programs. Attendance is required.

7. Participating in all aspects of the Assessment and Self Study Processes.
8. Faculty members may be assigned to administrative projects with varying amounts of weekly obligations.
9. Service to the school, institution, and community (i.e. student organization advisor, RH service committees, etc.).
10. Participation in scholarly activities (i.e. research, conference attendance, article writing, continuing education, etc).

A sample fulltime faculty workweek is provided below.

- 24 hours of direct teaching responsibilities (workload credits)
  - 16 hours of clinical supervision
  - 4 hours of classroom instruction and 4 hours of designing course materials (or an additional 8 hours of clinical supervision for faculty without classroom responsibilities in a semester)
- 4 hours of office time (includes student advisement)
- 3 hours of preparing for clinical assignments
- 1 hour course meeting
- 2 hours of committee work or assigned special projects
- 2 hours of service to the school (RSHS) or organization (RH)
- 2 hours for student performance evaluations (feedback on student assignments, formative and summative evaluations)
- 2 hours of scholarly activities such as research/continuing education

Faculty may be assigned additional duties by the Director or Clinical Coordinator of the Medical Imaging Program as needed.

Instructors are expected to ensure that all assigned responsibilities are fulfilled. A substitute instructor may provide coverage in the event of attendance at a professional conference/workshop/seminar or in the event of unavoidable absence. A full 8 hour day of PTO must be taken if an instructor has an absence and is unable to fulfill responsibilities in any of the following assigned duties:

- classroom instruction
- clinical supervision
- faculty meeting (unless prior arrangements have been made with Director)
- standing committee meeting
- course meetings
- or any other faculty obligation

Faculty may be required to cover for absent faculty up to the maximum stated 30 workload credits per year. In the event of absences, faculty may be assigned to cover assignments (day, evening or weekend if applicable). The hiring of adjunct faculty will occur only after exhausting other possibilities. The assignments will occur in the following order whenever possible:

- Reassignment (reorganization) of duties from within course group as determined by the Course Coordinator and reported to Medical Imaging Program Director. Course Coordinators may also be expected to assume additional duties.
- Additional coverage from within course group as determined by the Course Coordinator
  - Assignment of additional duties to meet the needs of the course, students and program
  - Plan must be reported by Course Coordinator to Medical Imaging Program Director in advance of implementation.
  - Assignment of additional duties is to be performed in a responsible and equitable manner taking into consideration each individual's overall assignments.
  - Assignments by course coordinators may not subject any faculty member to exceed a personal maximum of 30 credits per academic year.
- Hiring of additional adjunct faculty within budget constraints

Faculty are required to maintain the number of assigned classroom and clinical teaching hours to maintain fulltime work status. A decrease in credit workload hours below the assigned roles as described in this policy can occur only after securing the written permission of the Director of the Medical Imaging Program. For example, a faculty member assigned to three courses may not be decreased to only 2 courses without written authorization from the Medical Imaging Program Director. A reduction in assigned role responsibilities may result in the need for faculty to take PTO time, unpaid time, or change to part-time employment status.

#### Medical Imaging Skills Laboratory Coverage

MI Skills Lab activities may include but are not limited to Clinical Seminar course activities, lab rotation activities, provision of clinical remediation, reinforcement of course content, preparation for clinical experiences, and student support as necessary. The Clinical Coordinator is responsible for coordinating faculty assignments. Faculty assigned to the MI Skills Laboratory are expected to be physically present in the skills laboratory during assigned hours. The Medical Imaging Program Director is responsible for setting the actual hours for faculty coverage based on needs of the program. (examples 0730 to 1600; 1600 to 2100; 1500 to 2000)