

# **BURRELL COLLEGE OF OSTEOPATHIC MEDICINE**

## **STANDARD OPERATING PROCEDURES**

<b>Assignment of Faculty Teaching Hours</b>		<b>SOP #AA.010.01</b>
Effective Date	12/3/2018	
Last Revision/Review	8/17/2022, 06/05/23	

### **1. Purpose**

This SOP describes the process by which Faculty are assigned their teaching responsibilities.

### **2. Related Policy/Authority**

### **3. Faculty/Staff Responsibilities**

Course Director – Provides academic leadership of assigned course; identifies topics , disciplines to be presented within the course; coordinates with faculty instructors to sequence the presentation of topics and disciplines

Office of Academic Affairs – Provides administrative oversight of the curriculum; responsible for ensuring faculty coverage of required curricular content; collaborates with the Office of Faculty Affairs to provide faculty with professional development opportunities in support of curriculum delivery. Collaborates with Department Chairs to ensure courses have the appropriate faculty workload and course delivery.

Department Chairs - assign individual faculty members in their department with appropriate expertise to teach individual sessions.

Curriculum Coordinators – responsible for listing individual faculty member names in the LMS with their respective assigned sessions.

### **4. Definitions/Abbreviations**

### **5. Procedural Steps**

1. Assignment of faculty workload to courses and topics
  - 1.1. After the Curriculum Committee has approved the curricular content in a course, the Course Directors will work with Department Chairs to identify specific Faculty members responsible for delivering each individual learning event.
  - 1.2. Department Chairs will be responsible for distributing and assigning teaching responsibilities to Faculty within their Departments.
    - 1.2.1. Course Directors may make requests for specific Faculty, which the Department Chair will consider in making assignments.
    - 1.2.2. The Department Chair will make the final determination based on the Faculty member's other time commitments in relation to overall teaching load, college service obligations, and protected research time.
  - 1.3. The Office of Academic Affairs is available to support faculty members who require additional training, resources or technology to deliver individual learning events.

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### **6. Reports/Charts/Forms/Attachments/Cross References**

### **7. Maintenance**

This procedure will be reviewed as necessary, with a focused review for each course occurring at the regularly occurring in course reviews conducted by the Curriculum Committee. Review of this SOP will occur at no greater than three (3) year intervals.

### **8. Signature**

Approved by

Office of Academic Affairs

6/5/2023

Date

### **9. Distribution List**

Internal/External

### **10. Revision History**

Revision Date	Subsection #	Summary of Changes	New/Cancellation/ Replacement Procedure? (if applicable)	Approval Date
1	All	Update to change from Academic Affairs to Pre-Clinical Education; includes change in numbering (from AA to PCE)		7/23/19
7/15/2022	3	Updated pre-clinical to Academic Affairs		8/17/2022
06/05/23	All	Updated for clarification and to read Office of.		7/7/2023