<table>
<thead>
<tr>
<th>College of Nursing and Health Sciences</th>
<th>Course Equivalencies 2022 - FINAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Biomedical and Health Sciences</td>
<td>2-3</td>
</tr>
<tr>
<td>Department of Communication Sciences and Disorders</td>
<td>4-5</td>
</tr>
<tr>
<td>Department of Nursing</td>
<td>6</td>
</tr>
<tr>
<td>Department of Rehabilitation and Movement Sciences</td>
<td>7-8</td>
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</tbody>
</table>
Department of Biomedical & Health Sciences  
Guidelines for Workload effort for Teaching Activities 

Submitted by Eyal Amiel, in collaboration with BHSC faculty  
Approved by CNHS Dean’s Office, February 8, 2022  
Office of the Provost – Received and approved 02.11.22

I. One 3-credit lecture course (= 1 course equivalent, 1 CE). This equates to .33 CE per credit.  
4-credit courses with lab 1.33CE

II. New course development/modality changes:
   a) Standard effort for developing a new course: 0.5 CE  
   b) Standard effort for converting a course from one modality to another OR Major Course Revision: 0.25 CE

III. Large class:
   a. asynchronous (online): courses larger than 30 students- 0.1 CE should be added to the standard 1.0 CE for every 10 additional students.
   b. synchronous (in person or remote): >50 students:  
      • 51-75: 1.25 CE  
      • 76-100: 1.5 CE  
      • 101-125: 1.75  
      • 126-150: 2.0

IV. Workload effort will be counted for non-practicum teaching/mentoring activities that include fulfilling the primary faculty mentor role for thesis, dissertation, independent study, credit-based individualized research or clinical mentoring that results in a project/product.
   • Students must be registered for the activity via course/credit registration  
   • Workload effort does not apply to supervision of students engaged in non-UVM activities.  
   • CE to be assigned with each workload  
      • Undergraduate research/thesis – .1 CE per student or per project per semester  
      • M.S. thesis– .2 CE per student or per project per semester  
      • Doctoral dissertation - .1 or .25 CE per student per semester

V. Clinical Practicums/Service Learning/Clinical Courses
   a. Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc.
      a. Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc. This applies to course coordination that is separate from teaching. Course teaching is still assigned as above in I-III

         a. Administrative workload for the administrative component(s), will be assigned based on time studies/faculty experience with respect to the amount of effort allotted to these administrative components.

   b. Clinical teaching, practicums, clinical supervision:
b. Effort will be based on the amount of effort each role takes—including preparation, instructional time, grading/feedback, and other coordination tasks that aren’t largely administrative.
c. These percent effort levels will have to be determined within each program in the department because there is a great deal of variation from program to program.

VI. The following department-specific courses have been assigned adjusted CE values based on the discipline-specific nature of the work that exceeds standard instructional expectations.

<table>
<thead>
<tr>
<th>Specific BHSC Courses with Adjusted CE</th>
<th>CE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MLS 262 (4-credit with lab)</td>
<td>1 for lecture, 1 for lab</td>
</tr>
<tr>
<td>BHSC 282 (1 credit lab)</td>
<td>0.5</td>
</tr>
<tr>
<td>BHCS 244 (1 credit lab)</td>
<td>0.5</td>
</tr>
<tr>
<td>HSCI 280 (Capstone)</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Department of Communication Sciences and Disorders  
Guidelines for Workload effort for Teaching Activities

Submitted by Michael Cannizzaro, in collaboration with CSD faculty.  
Reviewed and approved by the CNHS Dean’s office on. 02.08.2022  
Office of the Provost – received and approved 02.11.22

I. One 3-credit lecture course (= 1 course equivalent, 1 CE). This equates to .33 CE per credit.

II. New course development/modality changes:
   a) Standard effort for developing a new course: 0.5 CE in addition to the typical workload assigned for the course
   b) Standard effort for converting a course from one modality to another: 0.25 CE in addition to the typical workload assigned for the course

III. Large class:
   a. asynchronous (online): courses larger than 30 students- 0.1 CE should be added to the standard 1.0 CE for every 10 additional students.
   b. synchronous (in person or remote): >50 students:
      • 51-75: 1.25 CE
      • 76-100: 1.5 CE
      • 101-125: 1.75
      • 126-150: 2.0
      • >150: to be determined on a case by case basis

IV. Workload effort will be counted for non-practicum teaching/mentoring activities that include fulfilling the primary faculty mentor role for thesis, dissertation, independent study, credit-based individualized research or clinical mentoring that results in a project/product. Credit will be assigned per student, per academic year while students are registered for credit bearing research activities listed above.

- Students must be registered for the activity via course/credit registration
- Workload effort does not apply to supervision of students engaged in non-UVM activities.
  • Undergraduate research/thesis – .1 CE per student per academic year
  • M.S. thesis – .2 CE per student per academic year
  • Doctoral dissertation – .1 - .25 CE per student per academic year

V. Clinical Practicums/Service Learning/Clinical Courses

- Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc. This applies to course coordination that is separate from teaching. Course teaching is still assigned as above in I-III

- Administrative workload for the administrative component(s), will be assigned based on time studies/faculty experience with respect to the amount of effort allotted to these administrative components.

- Clinical teaching, practicums, clinical supervision:
Formula for Clinical Supervision Workload Assignments

1.0 course equivalency:

- Quantified as 5-6 Full time treatment clients (1x per week each for 1 hour per client) and 1-2 diagnostic evaluations per month.
- If a supervisor has a reduced treatment client caseload, the # of diagnostic evaluations per month might increase or vice versa.

Example: if supervision is 3.0 on the workload document, that would be equivalent to 15-18 treatment clients per semester and 1-2 diagnostics per month.

These numbers are based on national data of supervisory loads for CSD clinical educators.
# Department of Nursing Workload Formula

Approved by CNHS Deans Office, February 12, 2022
Office of the Provost – received 02.11.22; approved 02.14.22

<table>
<thead>
<tr>
<th>Teaching Modality</th>
<th>Course equivalent</th>
<th>Examples/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Teaching</td>
<td>.33 per credit</td>
<td><strong>Examples/Notes</strong></td>
</tr>
<tr>
<td>• First time teaching a course</td>
<td></td>
<td>An additional .5 per course</td>
</tr>
<tr>
<td>• Modality conversion</td>
<td></td>
<td>An additional .25 per course</td>
</tr>
<tr>
<td>• Large class size</td>
<td></td>
<td>Courses larger than 30 students - 0.1 CE should be added to the standard 1.0 CE for every 10 additional students.</td>
</tr>
<tr>
<td>*Asynchronous</td>
<td></td>
<td><strong>Course with over 50 students may request a TA/Reader.</strong></td>
</tr>
<tr>
<td>Synchronous (in person or remote)</td>
<td></td>
<td>51-75: 1.25 CE 76-100: 1.5 CE 101-125: 1.75 126-150: 2.0 &gt;150: to be determined on a case-by-cases basis</td>
</tr>
<tr>
<td>• Course/Clinical Lead</td>
<td></td>
<td>.25 per course</td>
</tr>
<tr>
<td>May be assigned in courses with clinical component</td>
<td></td>
<td><strong>Additional responsibilities including but not limited to</strong>: finding and assigning student clinical placements, orientation of course expectations for clinical faculty, trouble shooting of placement issues before and during the semester, ensuring all necessary student and Department requirements and documents are completed.</td>
</tr>
</tbody>
</table>

| Lab Teaching                               | 2 hour lab = .2 course equivalent | |
| Undergraduate Clinical                     | Based on # of contact hours        | 12 hours = 1.5 course equivalent 8 hours = 1 course equivalent 6 hours = .75 course equivalent |
| Graduate Program Clinical                   | 1                                | Supervision of 1 clinical group of 8 NP students = 1 course equivalent |
| Advising                                   | .5                               | Academic Advising: 20-25 students |
| UVM Graduate Student Projects              | .5                               | Theses, projects, etc. |

*Asynchronous Addendum-In occasional situations, the faculty member may use a prebuilt course i.e., HLTH 003. The faculty role is to monitor and evaluate progression in the course. In those circumstances, the CE will be reduced by 30% and the cap on enrollment discussed between the vice chair and the faculty.*
Department of Rehabilitation and Movement Science
Guidelines for Workload effort for Teaching Activities

Submitted by Ted Angelopoulos, in collaboration with RMS faculty
Approved by CNHS Dean’s Office, Feb 8, 2022
Office of the Provost – received and approved 02.11.22

I. One 3-credit lecture course (= 1 course equivalent, 1 CE). This equates to .33 CE per credit.

II. New course development/modality changes:

- Effort for developing a new course: 0.5 CE
- Effort for converting a course from one modality to another (synchronous to asynchronous [online] OR vice versa): 0.25

III. Large class:

a. asynchronous (online): courses larger than 30 students- 0.1 CE should be added to the standard 1.0 CE for every 10 additional students.

b. synchronous (in person or remote): >50 students:
   - 51-75: 1.25 CE
   - 76-100: 1.5 CE
   - 101-125: 1.75
   - 126-150: 2.0
   - >150: to be determined on a case-by-cases basis

IV. Workload effort will be counted for non-practicum teaching/mentoring activities that include fulfilling the primary faculty mentor role for thesis, dissertation, independent study, credit-based individualized research or clinical mentoring that results in a project/product.

- students must be registered for the activity via course/credit registration or formal designation, e.g., honors thesis, undergraduate research, graduate thesis/dissertation.
- These activities do not include student practicum experiences.
- Workload effort does not apply to supervision of non-UVM students engaged in these activities.
  - Undergraduate research/thesis –.1 per student or per project
  - M.S. thesis--.1-.2 CE per student or per project per semester
  - Doctoral dissertation - .1 or .25 CE per student per semester

V. Clinical Practicums/Service Learning/Clinical Courses

a. Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc.

- Coordinators of clinical courses, service-learning courses, practicums, travel courses, etc. This applies to course coordination that is separate from teaching. Course teaching is still assigned as above in I-III
- Administrative workload for the administrative component(s), will be assigned based on time studies/faculty experience with respect to the amount of effort allotted to these administrative components.

b. Clinical teaching, practicums, clinical supervision:
• Effort will be based on the amount of effort each role takes – including preparation, instructional time, grading/feedback, and other coordination tasks that aren’t largely administrative.
• These percent effort levels will be determined for each course as there is a large variation across programs within the department.