

**ACADEMIC CREDIT HOUR EQUIVALENTS (ACHE)**

For three credits of reassigned time, the faculty should spend approximately 8 hours per week or 120 hours per semester.

Faculty with reassigned time should report annually on their achievements, and continued reassigned time should be dependent upon demonstrated quality and productivity.

Generally, the upper limit for ACHE assignments noted below is 3 hours per semester per individual except in unique cases and as required by external accreditation.

In all cases, decisions must follow requirements set by policy 641 Salaried Faculty Workload—Academic Year section 4.2.2 “The SVPAA, in consultation with academic deans, shall annually establish individual school ICHE goals that allow the University to comply with Regents’ guidelines for ICHE.”

**Scholarly and Creative Activity**

Undergraduate student research mentoring and collaboration

Recommended by Chair; approved by Dean

Special research and creative projects

Recommended by Chair; approved by Dean

Grant writing/grant activities

Recommended by Chair; approved by Dean

NOTE: Grant-funded administrative release time is considered GCHE

**Curriculum Development**

New program development

Recommended by Chair; approved by Dean

Development of new courses or of an online/flex learning version of a course

Recommended by Chair; approved by Dean

**Instruction - Special Circumstances**

Lab supervision

Recommended by Chair; approved by Dean

Student career mentoring (within the bounds of USHE S-11)

Recommended by Chair; approved by Dean

Field-based instructional supervision

Recommended by Chair; approved by Dean

Laboratory/studio/performance/workshop/clinical contact hours adjustment

Recommended by Chair; approved by Dean

Graduate project committee chair

Recommended by Chair; approved by Dean

Large-section Instruction as defined in USHE S-11

Required

Masters level courses

Recommended by Chair; approved by Dean

Significant involvement in portfolio review (such as for prior learning)

Recommended by Chair; approved by Dean

**Other/Special Circumstances**

In some cases honors, special events, writing/research intensive courses, or similar

Recommended by the Chair and Dean; approved by the Provost

Significant public and community service

Recommended by the Chair and Dean; approved by the Provost

Significant involvement in recruitment and outreach

Recommended by the Chair and Dean; approved by the Provost

**Not typically permitted as ACHE**

Existing program revision

Multiple course preparations

Committees or task forces

Institutional completion of advanced degree

Search/hiring committee service

Attending a conference (not presenting, reading, or reviewing)

**GOVERNANCE CREDIT HOUR EQUIVALENTS (GCHE)**

For three credits of reassigned time, the faculty should spend approximately 8 hours per week or 120 hours per semester.

Faculty with reassigned time should report annually on their achievements, and continued reassigned time should be dependent upon demonstrated quality and productivity.

GCHE are published and approved by the VPAA annually. Items provided below are examples.

In all cases, decisions must follow requirements set by policy 641 Salaried Faculty Workload—Academic Year section 4.2.2 "The SVPAA, in consultation with academic deans, shall

When we do the calculations for the department stipend and GCHE model we exclude faculty doing university-level governance (such as faculty senate) and college-level governance (such as curriculum, assessment, or accreditation). The model is just for faculty serving in department roles such as chairs, assistant chairs, program coordinators, etc.

| <b>Position</b>                          | <b>Approval Process</b>  | <b>Conditions</b>   |
|--|--|---|
| Department Chair                         | Determined by the Dean in consultation with the Chair and Provost  | Consistent with the department stipend and GCHE model used by academic affairs. |
| Associate/Assistant Chair                | Determined by the Dean in consultation with the Chair and Provost  |   |
| Program Coordinator                      | Determined by the Dean in consultation with the Chair and Provost  |   |
| Faculty Senate President                 | Approved by Provost  | Maximum of 12 GCHE per year   |
| Other university level governance roles  | Approved by Provost  |   |
| Grant administration                     | Approved by Office of Sponsored Programs with approval of the Dean   | Consistent with grant funding   |
| Accreditation preparation and site visit | Recommended by Chair; approved by Dean for college/school level; approved by Provost for university level accreditations |   |

**Not typically permitted as GCHE:**

- Existing course/program revision
- New course preparation
- Multiple course preparations
- Committees or task forces
- Institutional completion of advanced degree
- Search/hiring committee service