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.

Position	Approval Process	Conditions
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