

## **School of Nursing Guidelines for Non-Tenured Faculty**

The typical workload for non-tenured faculty is eight assignments/units per academic year. The assignment/unit designation for workload captures the essence of nursing education and its uniqueness related to the clinical experiences.

The development of assignments for faculty at University Park (UP) is a collaborative effort between the Dean, the Associate Dean for Undergraduate Programs and Outreach, and the Campus Coordinators (UP and HMC). For those programs (AS and/or RN to BS) at sites other than UP (Fayette, The Eberly Campus; Mont Alto; New Kensington; Schuylkill; Shenango; and Worthington Scranton; Penn State Altoona; Penn State Erie, The Behrend College; Penn State Harrisburg; and Penn State World Campus), assignment development is a collaborative effort between the Dean of the School of Nursing, the Director of Academic Affairs/Campus Academic Officer of the Campus, and the SON Coordinator of the Campus.

### **General assignment/unit guidelines:**

- a. All faculty members are assigned 8 units per academic year (e.g. fall/spring).
  - b. Campus Coordination – is allocated 1-2 units per semester depending on responsibility and number of options/programs\*
    1. 1 unit per semester for campuses having RN to BS Options only.
    2. 1 unit per semester for UP campus.
    4. 2 units per semester for HMC campus.
    5. 2 units per semester for campuses having RN to BS option and AS program.\*Units may be changed in consultation with those responsible for developing assignments if additional responsibilities (e.g. Second Degree Option) are assigned.
1. Theory Course credit – unit assignment
    - a. 2\* or 3 credit theory courses = 1 unit  
\*Courses with numerous clinical sections (e.g. N230 has 12-13 clinical sections) may be assigned additional units in consultation with Dean, Associate Dean and/or Campus administrators for campuses.
    - b. 1 credit course = 0.5 unit
  2. Clinical credit – unit assignment
    - a. Pre-licensure Programs (AS, BS, Sec Degree)
      - 1) 1 credit of clinical (45 hrs) = 0.5 units (this constitutes **direct** faculty supervision of 8-10 students in the clinical area).
    - b. Post-licensure (RN to BS) – clinical experience utilizes preceptors for direct supervision of RN students in collaboration with the course faculty. No separate clinical allocation is designated for RN to BS courses.

3. Service – unit assignment  
 Service = 0.5 units per semester  
 Service includes advisement, SON and Campus specific committee work, attendance at school and campus functions, participation in curricular planning, student recruitment events, supervision of independent studies (e.g. N495 or N496), and other activities in support of the nursing program.
4. Recommended – Unit designation for the BS/Second Degree, AS and RN to BS courses (theory and clinical)

### **BS/Second Degree Courses**

N200W (3 credit theory = 1 unit)  
 N225 (3 credit theory = 1 unit)  
 N230 (2 credit theory = 2 units\*, 2 credits of clinical = 1 unit)  
 N250 (2 credit theory = 1 unit)  
 N251 (2 credit theory = 1.5 units\*, 1 credit clinical = 0.5 unit)  
 N301 (2 credit theory = 1 unit, 2 credit clinical = 1 unit)  
 N305 (3 credit theory = 1 unit)  
 N306 (2 credit theory = 1 unit, 1 credit clinical\*\* = 0.5 unit)  
 N310 (2 credit theory = 1 unit, 1 credit clinical\*\* = 0.5 unit)  
 N320 (2 credit theory = 1 unit, 1 credit clinical\*\* = 0.5 unit)  
 N405A (2 credit theory = 1 unit, 2 credit clinical = 1 unit)  
 N405B (2 credit theory = 1 unit, 2 credit clinical = 1 unit)  
 N415 (2 credit theory = 1 unit, 2 credit clinical\*\* = 0.5 unit)  
 N420 (2 credit theory = 1 unit, 2 credit clinical = 1 unit)  
 N450A (2 credit theory = 1 unit)  
 N450B (3 credit clinical\*\*\*) = 2 units

\* Large classes with coordination of 8-12 clinical sections

\*\* Faculty doing all 6 clinical sections receives 2 units of workload for Theory portion of course

\*\*\*Clinical Capstone – preceptored clinical; coordinates approx 60 students

### **RN TO BS COURSES**

N200W (3credit course = 1 unit)  
 N251 (3 credit course = 1 unit)  
 N390 (3 credit course = 1 unit)  
 N357 (3 credit course = 1 unit)  
 N417 (4 credit course = 1 unit)  
 N465 (3 credit course = 1 unit)  
 N475 (3 credit course = 1 unit)

\*All RN to BS courses are designated as 1 unit-no direct faculty supervision of clinical

## AS COURSES

N111 (2 credits theory = 1 unit, 2 credits clinical = 1 unit)

N112 (2 credits theory = 1 unit, 2 credits clinical = 1 unit)

N113 (2 credits theory = 1 unit, 1 credit clinical = 0.5 units)

N114 (2 credits theory = 1 unit, 1 credit clinical = 0.5 units)

N116 (2 credits clinical = 1 unit)

N211 (2 credits theory = 1unit, 3 credits clinical = 1.5 units)

N212 (2 credits theory = 1 unit, 2 credits clinical = 1 unit)

N213 (3 credits theory = 1 unit, 2 credits clinical = 1 unit)

N214W (2 credits theory = 1 unit, 1 credit clinical = 0.5 units)

N216 (2 credits clinical = 1 unit)

c. **Additional Considerations:**

Negotiation for a reduced teaching load, relative to complex course coordination, extraordinary service role, course development, use of new technologies, or other variables that may impact the teaching responsibilities, can occur with those (Dean, Associate Dean, and Campus Coordinator) involved in developing assignments.

Approved: 5/4/04

Revised & Approved: 2/22/10