

**University Policy 5.01.05****Sufficient Number of Full-Time Faculty****Policy Revision Approval Date: May 11, 2012****Policy Revision Effective Date: June 1, 2012****Procedure Approval Date: May 7, 2012****Procedure Effective Date: June 1, 2012****POLICY STATEMENT**

Capella University is committed to having a sufficient number of core, full-time faculty to carry out the courseroom and non-courseroom roles of faculty and provide program continuity.

Capella University determines this number on a program-by-program basis, guided by state regulatory bodies and accrediting organizations, and Capella's Human Resources processes. It is the responsibility of Capella University's Office of the President to administer this policy and its procedures.

**RATIONALE**

The purpose of this policy and related procedures is to clearly state Capella's commitment to providing its learners sufficient qualified faculty consistent with its mission and in compliance with the criteria as established by local, state, and accreditation organizations. This policy and its procedures also define the roles and processes that guide Capella in meeting this commitment.

**DEFINITIONS**Core Faculty

Core faculty are full-time, 12-month, exempt salary positions. A full-time workload generally equates to a 40–50 hour work week, and primary responsibilities include teaching, mentoring, curriculum, and committee work.

**PROCEDURES****I. Oversight Responsibility****A. University Responsibility**

The Capella University president is responsible for the academic oversight of the number and quality of the faculty, including:

1. Establishing university-wide criteria for sufficient numbers of faculty.
2. Ensuring that all schools meet university and program-specific criteria.
3. Evaluating the criteria regularly.

**B. School Responsibility**

1. The dean of each school is responsible for ensuring that their school meets the university-wide specific requirements and criteria for all of their programs.
2. The dean of each school is responsible for determining any exceptions based on the specific needs of their learners and school.

- C. Human Resources Responsibility  
Capella's Human Resources department is responsible, through its hiring practices and in conjunction with the schools, for ensuring that a sufficient number of full-time faculty are hired in accordance with this policy.
  
- II. Criteria for Determining Sufficient Number of Full-Time Faculty  
Criteria for sufficient number of full-time faculty are based on Capella's mission as well as guidelines set forth by local, state, and accreditation organizations, and include but are not limited to the following:
  - A. Availability to meet learner needs
  - B. Availability to meet faculty responsibilities including courseroom and non-courseroom roles
  - C. Faculty-to-learner ratios
  - D. Academic credentials
  - E. Teaching credentials
  - F. Capella University faculty workload processes
  - G. State regulatory bodies
  - H. External accrediting bodies
  - I. Program continuity
  
- III. Determination of Sufficient Number
  - A. Each school, as part of the annual budgeting and planning cycle, will establish the minimum number of full-time faculty required for the effectiveness of all of its programs.
  - B. The school will use the criteria established in procedure section II to determine the minimum number of sufficient full-time faculty.
  - C. The annual plan will be used to guide full-time faculty hiring.

**POLICY OWNER**

Academic Owner: Capella University President  
Operations Owner: Provost

**RELATED DOCUMENTS**

University Policy 5.01.01 Selection of Faculty Members  
University Policy 5.01.03 Faculty Appointments of Capella University Graduates

**REVISION HISTORY**

Original Policy Approval Date: 7-27-02  
Administrative edits as result of ongoing review: 2-22-10; 7-1-18; 5-23-19; 4-1-20  
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