

CFA Proposal – Counselor Workload

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Counselor Faculty Unit Employees: Assignment of Responsibility

20.11 The assignments and responsibilities of a counselor faculty unit employee may include but shall not be limited to individual counseling, group counseling, consultation and referral, case management (including record keeping), intern training and supervision, teaching, service on systemwide and campus committees and task forces, and activities that foster professional growth including creative activity and research. The nature of such assignments shall correlate closely with activities expected of counselor faculty unit employees in order to qualify for retention, tenure/ permanency, and promotion, and after tenure/permanency, activities expected of counselor faculty unit employees in order to maintain their roles as contributing members of the campus community. Such assignments shall be made by the appropriate administrator after consultation with the counselor faculty unit employee. This consultation shall include consideration of the amount of time necessary for the successful completion of counselor responsibilities within the counselor workweek. All such counselor faculty unit employee assignments and schedules shall be made pursuant to provision 20.15.

- a. Counselors may be assigned direct services as part of their workload not to exceed 65% of their time. Such direct service shall include, but not be limited to individual, couples, family, and group therapy; intern training and supervision; referral and follow-up; triage and assessment; crisis intervention; and outreach and prevention activities.
- b. Adequate time should be allocated for non-direct service activities.
- c. Every effort should be made to maintain minimum staffing ratios in the range of one FTE [faculty] member (excluding trainees) for every 1,000-1500 students.

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