



Academic Affairs
Faculty Senate

SCHEDULING OF COUNSELOR FACULTY FAM 665.73

1. Counselor faculty shall not be assigned to conduct more than four consecutive scheduled therapy hours, critical/crisis sessions, clinical supervision, outreach activities, or workshops without at least a one-hour break, and shall not be assigned more than five scheduled hours of therapy, critical/crisis sessions, clinical supervision, or outreach activities/workshops in total on a single eight 8 hour day (or six in a 10 hour day). Other clinical duties such as case management, consultation, and any research are exempt from this requirement. Exceptions can be made by the sole judgment of the faculty member in consultation with the designated supervisor (if unlicensed) and in consideration of the treatment needs of the client.
2. As per *International Association of Counseling Services (IACS)* and *Accreditation Standards for University and College Counseling Centers (ASUCCC)*, under related guideline of "Workload" explicitly state, "Staff members should have a balanced workload that affords time for all aspects of their professional functioning. Direct Service responsibilities such as intake, individual and group counseling, and crisis intervention should not exceed 65% of the workload on a continuing basis." For the purposes of FAM 665.73 the 65% standard is translated into 5 contact hours per day in an 8 hour day (rounded down from the exact number of 5.2) and 6 contact hours per day in a 10 hour day (rounded down from the exact number of 6.5) of direct hours for the profession of counseling therapy.