

Faculty Workload

Policy Name

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Policy

17

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Daniel L. Kain, Dean; Faculty vote 10/1/08

Purpose

The purpose of this policy is to establish guidelines and procedures for faculty workload assignments.

Policy

It is the policy of the College of Education to provide equitable workloads for faculty members. This policy establishes the general guidelines for faculty workload. The policy recognizes that workload is determined, in part, by the faculty role (i.e., tenure-track expectations differ from non-tenure track expectations).

General Guidelines: load allocation for full time faculty members

1. A full load for faculty members consists of 15 credits per semester during the fall and spring academic terms.
2. All faculty members, regardless of classification, are expected to participate in service and advising/mentoring activities, which normally account for 3 credits of load per semester (20% of the academic year load). Faculty who teach in summer session are expected to provide limited advising to students during that time.
3. The typical teaching load for research-active tenured and tenure-track faculty is 9 credits per semester during the fall and spring academic terms (60% of the academic year load).
4. The typical teaching load for non-tenure track faculty members (clinical positions and lecturers) is 12 credits per semester during the fall and spring academic terms (80% of the academic year load).
5. Special consideration may be given for either extraordinarily large or small enrollment in classes in determining the load credit associated with a particular course.

6. Research-active tenured and tenure-track faculty are allocated 3 credits per semester for scholarly activity specified in the faculty member's Statement of Expectations (20% of the academic year load).
7. Departments must establish written consistent standards for load issues related to field work or other unusual circumstances. For example, the number of student teachers supervised to equal a three-credit course must be consistent. These standards must be approved by the chair and dean.
8. All faculty members not serving in full-time administrative roles are expected to teach one or more courses for load credit every academic year.
9. The maximum teaching load for all full-time faculty members in winter intersession is 3 credits.
10. The maximum teaching load for the three week summer pre-session is 3 credits.
11. The maximum teaching load for the two five-week summer sessions are 6 credits per five week session. The maximum teaching load for the 10 week summer session is 12 credits.

General Guidelines: course assignment

1. Assignment of specific courses is the responsibility of the department chair.
2. Needs of the department to deliver courses and the constraints of university scheduling (e.g., student needs, time slots, available space) take precedence over faculty preferences.
3. Faculty members are expected to fulfill the advising and service expectations through the entire semester regardless of their assigned teaching schedule. For example, a faculty member who teaches three web courses in a ten week format is still expected to fulfill advising and service roles throughout the time period specified in the employment contract.
4. Departments may establish procedures to ensure equity and effectiveness in course assignment.

General Guidelines: additional course release

1. While all circumstances governing course release (i.e., re-assigned time) cannot be articulated in the guidelines, the general principles articulated here are meant to provide guidance for similar circumstances.
2. Additional release time for research (i.e., beyond the typical 20% of load) can be granted under the following circumstances:
 1. For faculty members beginning their assistant professorship at COE and who are participating in the College of Education Scholarship Program: an additional one-course (3 credit) release in the first or second year of their probationary period.
 2. Faculty members involved in funded activity (i.e., research or service grants) who buy out course release by acquiring funding equal to the percentage of release time requested. Thus, funding of 10% of the faculty salary is required to be released from one three-credit course per year.
 3. Faculty members who are involved in mission-related research activity where the replacement cost for part-time instruction is provided, with chair and dean

approval (e.g., the research project in question is associated with evaluating programmatic goals).

3. Additional release time for non-research activities can be granted under the following circumstances:
 1. Faculty members may be re-assigned to administrative or other mission-related activities with the recommendation of the Chair and approval of the dean. For example, when circumstances warrant this, a faculty member may receive load credit for coordinating a program. In such cases, the expectations and evaluation procedures must be articulated in the Statement of Expectations.
 2. Service as chair of doctoral dissertation committees, which must be stated in the faculty member's Statement of Expectations. Faculty members who serve as chair of doctoral dissertation committees are provide one of the following options:
 1. Three credits of release time may be provided after three students have successfully defended their dissertations. This release time must be taken in one of the two following academic year semesters (that is, the current or subsequent period of a statement of expectations). OR
4. Three credits of release time may be provided for one semester when three students are in the writing stage (i.e. semester of defense) of their dissertation. This release time must be taken during the semester in which the defense is scheduled.

General Guidelines: overload teaching

1. All overload teaching assignments must be agreed to in writing in advance by the faculty member, chair and dean.
2. Faculty members may not receive overload assignments for pay in any semester when they are teaching only two or fewer courses. Reassigned time related to chairing doctoral committees is considered teaching a course in this context.
3. Faculty members with any load assignment associated with funded projects must have prior written permission from the funding agency to participate in overload teaching assignments.
4. Faculty members are not permitted to have an overload teaching assignment in the summer session or winter/summer inter-sessions.
5. No faculty member may have more than three credits overload in any given semester.

General Procedures

1. Determination of faculty workload is made on an annual basis by the department chair, in consultation with the faculty member and the dean.
2. Determination of faculty workload for faculty members serving in a joint appointment with another unit may require the department chair and/or dean to consult with the supervisor from the other unit.
3. Load assignment is documented in a Statement of Expectations (SOE), which becomes the basis for the annual review of performance. Annual review refers to performance appraisal for the period designated in the Statement of Expectations.

4. The guidelines established in this document provide the basis for determining load. Deviations from the general guidelines must be documented and approved by the chair and dean.