



College of Social and Behavioral Sciences
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**FREQUENTLY ASKED QUESTIONS ABOUT THE
FACULTY WORKLOAD POLICY**
(Based on the 08.15.08 Faculty Handbook Section 5.2)

Q: What is included in a faculty workload?

A: Tenured and tenure eligible faculty have a “diversified workload expectation that is spread across teaching and other student-related responsibilities, including advising; scholarship/research or creative activity, including both funded and unfunded activity; and university and professional service.”

Non-tenure eligible teaching or clinical faculty “typically have a workload devoted to teaching and other student-related activities, with less frequent assignments in other categories,” and **non-tenure eligible research faculty** “may have a workload devoted to research,” with less frequent assignments in other categories. (Faculty Handbook Section 5.2)

Q: What is a faculty workload policy?

A: Each academic unit is expected to have a policy that describes “how assignments of teaching/student-related activities, scholarly/creative activities, and service activities are developed, and how load credit is determined for any specific assignment” (Faculty Handbook Section 5.2.1). The policy is developed by the faculty and unit administrator and approved by the unit faculty, chair/director, SBS Dean, and the Provost. The policy must include an appeals process in the event that there are disputes over the assignment of individual faculty workloads.

Q: What are the goals of a unit workload policy?

A: To promote fairness and consistency of application, each unit workload policy attempts to recognize the variety of tasks needed within the unit and to match faculty strengths and interests to these tasks in order to meet the overall needs of the unit.

Q: How are the workload policy, the statement of expectations, and annual review related?

A: Workload assignments are described for each faculty member annually in the statement of expectations that is negotiated between the faculty and the chair or director and is effective in the next academic year. The annual performance of a faculty is measured within the context of the statement of expectations; therefore annual workload assignments must consider approved unit criteria for annual review as well as tenure and/or promotion.

Q: How is a full-time faculty workload measured?

A: A full-time faculty workload is generally based on a fifteen (15) unit commitment within a semester, with the expectation that a unit represents on average about three (3) hours of work per week. Assignments that exceed this fifteen unit expectation would typically be considered an overload assignment. Faculty may not be required to take on an overload assignment and, typically, are limited to one overload course assignment per semester, for which supplemental pay or any other form of compensation (e.g., reassigned time in another semester) must be authorized. (See Faculty Handbook Section 5.2.2 for additional information on overload assignments)

Q: What are the guidelines for the portion of faculty time devoted to teaching and student-related activities?

A: Tenured and tenure-eligible faculty will normally allot 50 to 70 percent of their workload to teaching and student-related activities. **Non-tenure eligible faculty** will normally allot 80 to 100 percent of their workload to these activities. Academic advising is normally considered a teaching/student-related activity. It is suggested that “teaching a three-hour course typically equates to about 20 percent of a faculty’s semester workload (or 10 percent of their academic year workload), taking into consideration the class contact time, preparation, meeting with students, evaluation of student performance, and the like.” The guidelines, however, should be flexible so that university needs are met and faculty skills are used effectively. In addition, it is recognized that circumstances of instruction affect the amount of time and effort required to effectively teach a course, and these should be considered when determining workload. (See Faculty Handbook Section 5.2.3.2 for examples of these circumstances)

Q: What are the guidelines for the portion of faculty time devoted to scholarly/creative activity?

A: Faculty with research, creative and/or scholarship expectations should, whenever possible, have three hours of workload a semester devoted to these endeavors, and the workload for full-time, tenured or tenure eligible faculty in this area should not fall below 20 percent of their workload in normal circumstances. Research active faculty normally have between 20 and 50 percent of their workload allocated to research and/or creative activity.

Q: What are the guidelines for the portion of faculty time devoted to service activities?

A: Service obligations typically range from 10 to 20 percent of the annual faculty workload, but the specific distribution and evaluation of these efforts is left to the discretion of each academic unit (as described in the unit’s criteria and standards for retention, promotion, and/or tenure and the unit’s workload policy). Faculty are expected to provide appropriate documentation of their service activities, including level of involvement and accomplishments, in their portfolio for the annual review of their performance.