



College of Social and Behavioral Sciences

Office of the Dean, PO Box 15700 Flagstaff, AZ 86011 (928-523-2672)

Shared Faculty Time Guidelines

Definitions/Assumptions:

Shared faculty time refers to a faculty member from one SBS unit (the home unit) teaching a three credit course or its equivalent in another SBS unit (the visiting unit). It is assumed that the faculty member has been invited by the visiting unit, is willing to do the work, and has the expertise needed to meet the visiting unit's needs. The chairs/directors of both units must be involved in arranging shared faculty time and must agree that the shared faculty arrangement should go forward.

The guidelines codify the practice of shared faculty time so that it is incorporated into faculty statements of expectations (SOEs) and the faculty review process. The guidelines are based on the workload language found in the Faculty Handbook (Section 5.2), which states that "workload units are generally based on the concept that fifteen (15) units represent a full time faculty commitment within a semester with the expectation that a unit represents on average about three (3) hours of work per week." Following this reasoning, thirty (30) units represent a full-time or 100% faculty commitment for an academic year. Teaching a 3-credit course, consequently, equates to about 10% of the academic year workload, "taking into consideration the class contact time, preparation, meeting with students, evaluation of student performance, and the like" (Faculty Handbook, Section 5.2.3.2).

Guidelines:

Guideline 1: The shared faculty time is an on-load component of the faculty member's total workload.

- The shared faculty time would not be added on to the faculty member's workload; it would be on-load and part of the total workload. Although the work would be for a unit that was not the faculty member's home unit, the shared time would be written into the SOE in the home unit.
- The norm for shared faculty time would be no more than one course per year.
- For example, if 60% of the faculty member's workload for the academic year (the equivalent of six 3-credit courses) was allocated to teaching/advising/other student-related responsibilities and the faculty member was sharing 10% of her/his time with a visiting unit (or the equivalent of a 3-credit course), the shared time would appear in the home-unit SOE as a part of the 60% of the workload allocated to this area.

Guideline 2: Shared faculty time is evaluated by the annual review (ARC) and faculty status (FSC) committees of the home unit, with input from the chair/director of the visiting unit. The input by the chair/director is not required in cases where the faculty member is teaching a course that is cross-listed by the home unit and the visiting unit.

- In cases where cross-listed courses are not involved, the chair/director of the visiting unit writes a formal letter of evaluation for the shared faculty when the work is completed and course evaluations and other relevant materials are available. The evaluation letter is sent to faculty and copied to the chair/director of the home unit.
- The letter becomes a part of the faculty member's professional review file and is submitted with the rest of the review materials to the chair/director of the home unit in the next review period. Since the work done is part of the faculty member's academic year workload, it will be given the same consideration as the other elements in the annual review and retention and/or promotion review.

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