

Faculty Workload Standards & Implementation Guidelines: A Proposed Framework for Development

<p style="text-align: center;">University Administration</p> <p>Roles: Writes and submits policy for approval; guides and monitors implementation of workload standards; supplies data on SCH demand to aid in writing of departmental standards.</p> <p>Policy Components:</p> <ul style="list-style-type: none">• Basic time/course load equivalence that can be adjusted based on standards proposed at the department level (e.g., a teaching-only FTE is equivalent to about 15 semester credit hours of instruction in organized undergraduate courses per semester)• Caps on temporary roles that increase overall workload (e.g., in the aggregate, total effort should not exceed 1.25 FTE).• Statement that all individuals with tenure-track/tenured faculty appointments greater than 0% should have formal classroom teaching responsibilities. <p>Shared Governance: Policy must be approved by Senate, Provost, and President before submission to System and insertion in HoOP.</p>
<p style="text-align: center;">College/School</p> <p>Roles: Guides development and implementation of departmental standards and exceptions; approves departmental standards and exceptions; establishes college-wide standard workload ranges for all appointment types used in the college, for example:</p> <p><i>Tenured/Tenure Track - 40/40/20, 50/30/20, etc. (teaching/research/service)</i> <i>Faculty of Instruction - 80/20 (teaching/service)</i> <i>Clinical Faculty – 60/20/20 (teaching/research/service)</i> <i>Research Faculty – 80/20 (research/service)</i> <i>Etc. (variable according to need and disciplinary standards)</i></p> <p>Large, diverse colleges may need further differentiation</p> <p>Shared Governance: Departmental standards should be approved by the Dean and a faculty body representative of the types of faculty employed by the college/school. A standing committee may be useful for reviewing/disseminating/maintaining standards over time, and ensuring correlation with college-wide annual review, and promotion and tenure standards. Exceptions should be approved by the Dean and documented in Digital Measures.</p>
<p style="text-align: center;">Department/Program</p> <p>Roles: Establishes standards for applying equivalencies to the university-wide time/course load equation; approves exceptions to standards as necessary and appropriate.</p> <p>Standards may be variable according to need, disciplinary standards, sector level (lower, upper, masters, doctoral), delivery mode (team, f2f, hybrid, online); Differing tracks could be established for tenured faculty (heavy research vs. heavy teaching). <u>Current standards shall apply until new standards are approved.</u></p> <p>Shared Governance: Departmental standards should be developed by an elected faculty committee led by the Chair, and approved by the Chair and a vote of the department faculty. Exceptions for unanticipated circumstances should be approved by the Chair and Dean and documented in Digital Measures. A standing committee may be useful for reviewing/disseminating/maintaining standards over time, and ensuring correlation with departmental annual review, and promotion and tenure standards.</p>