

Workload Policy Executive Committee

The following workload policy will move from the minimum 18 TLCs to courses tied to research productivity. Department Chairs must be able to deliver their academic program array within the confines of the instructional budget defined by the full-time faculty (T/TT and NTT) within their academic department per the academic workload policy requirement dated July 31, 2019. As such, the Department Chairs must monitor the credit hours generated by each faculty to align with adequately delivering their academic programs within the instructional budget. In order to effectively address the instructional delivery needs across the array of academic programs and align with our credit hour generation, faculty can be assigned either all undergraduate level courses or a combination of undergraduate and graduate level courses, but course assignments cannot include all graduate courses in an academic year. Department Chairs will consult with the Dean on all course loads for approval, cognizant of the fact that unforeseen circumstances may arise and in the event of course buyouts. Course load assignments for a given academic year are based on the publications associated with the annual evaluation process conducted for the previous calendar year. For example, course load assignments for the 2022-2023 academic year are based on the annual evaluation for the 2021 calendar year. Note the Department Chairs will need to confirm with the faculty member by January 15th of each year their publications in order to facilitate course scheduling for the upcoming academic year.

In accordance with our AACSB accreditation, full-time faculty with a terminal degree (tenured, tenure track, and non-tenure track) must be classified as either Scholarly Academic or Practice Academic. Full-time non-tenure track faculty without a terminal degree must be classified as either Scholarly Practitioner or Instructional Practitioner. Workload is based on the verified acceptance or actual publications in the prior calendar year as reported by the faculty member in the annual evaluation process.

Tenured and Tenure Track Faculty

Scholarly Academic:

Maintain the thresholds for SA classification

Verified acceptance or actual publication of A* journal article from ABDC journal list

- 2 x 2 course load for three years.

Maintain the thresholds for SA classification

Verified acceptance or actual publication of two A journal articles in the same year from the ABDC journal list

- 2 x 2 course load for two years.

Maintain the thresholds for SA classification

Verified acceptance or actual publication of A journal article from ABDC journal list

- 3 x 2 course load for two years.

Maintain thresholds for SA classification

- 3 x 3 course load.

If a tenured and tenure-track faculty member is unable to maintain thresholds for SA classification, the faculty member will be evaluated as insufficient in the annual evaluation process, and be required to fulfill a performance plan in achieving SA status. Two consecutive insufficient annual evaluations will trigger a comprehensive review per HoOP 4.4.8.2.

Tenure track junior faculty members will have a 2 x 2 course load for the first three years of their academic appointment with the weights 35% Teaching, 55% Research, and 10% Service. Upon completion of their third year (mid-tenure) review, the junior faculty members will follow the workload policy.

The following are the weights applied to teaching, research, and service responsibilities for tenured and tenure-track faculty classified as Scholarly Academic based on the course load over the nine-month academic year.

Course Load	Teaching	Research	Service
2 x 2	30%	50%	20%
2 x 3	35%	45%	20%
3 x 3	40%	40%	20%

Practice Academic:

Maintain the thresholds for PA classification. The teaching load will be determined by the Department Chair, and can be either a 3 x 4 or a 4 x 4 course load.

The following are weights applied to teaching, practice-related activities, and service responsibilities for tenured and tenure-track faculty classified as Practice Academic based on the course load over the nine-month academic year.

Course Load	Teaching	Practice-Related Activities	Service
3 x 4	60%	20%	20%
4 x 4	70%	15%	15%

Non-Tenure Track Faculty

Scholarly Academic:

Maintain the thresholds for SA classification

- 3 x 3 course load.

Practice Academic:

Maintain the thresholds for PA classification. The teaching load will be determined by the Department Chair, and can be either a 3 x 4 or a 4 x 4 course load.

Scholarly Practitioner:

Maintain the thresholds for SP classification. The teaching load will be determined by the Department Chair, and can be either a 3 x 3, a 3 x 4, or a 4 x 4 course load.

Instructional Practitioner:

Maintain the thresholds for IP classification. The teaching load will be determined by the Department Chair, and can be either a 4 x 4, a 4 x 5, or a 5 x 5 course load.

If a non-tenure track faculty member is unable to maintain thresholds associated with their classification (SA, PA, SP, or IP), the faculty member will be evaluated as insufficient in the annual evaluation process, and be required to fulfill a performance plan in achieving their appropriate faculty classification status. In the event the faculty member is unable to meet their faculty classification status based on the performance plan, the faculty member will be given notice of non-renewal of their non-tenure track appointment.