



UNITED ACADEMICS PROPOSAL

ARTICLE 10 WORKLOAD

Preamble. It is recognized that, given the diverse nature of faculty work, the varying types of faculty appointments and the needs of the departments and academic units, the weighting of assignments and the particulars of individual assignments will vary both between and within individual departments and academic units.

Section 1. For most faculty, workload consists of some combination of instructional activities (including class preparation, classroom teaching, evaluation of student work, advising and mentoring, and various forms of communication with students); research, scholarship, creative activity; and service, within the department, school or college, and university, and outside the university.

Section 2. All departments and programs must have a faculty-approved policy that defines workload expectations for all academic ranks employed by the department or program. While faculty shall have the flexibility to design a policy that fits their particular department, no policy can violate the university-valued principles of transparency, fairness, equality, and participation. Such policies should recognize differences in research methodology and results, as well as course type, size, and pedagogy. These differences should be taken into account in setting workload expectations.

Section 3. The workload policy shall define a 1.0 FTE workload for all academic instructional ranks (including tenure-related ranks, career NNT instructors and lecturers, and adjunct instructors) employed by the department or program and shall address how each of the following items contribute to the overall FTE. For non-instructional ranks or where tenure-related or non-tenure track faculty are not primarily instructional, specific job descriptions should be developed to address the particular workload of the faculty member. Instructional faculty workloads will, in general, address the following:

- a) Course load (including courses and student credit hours, both regular offerings, irregular offerings including, for example, FIGS, 1-credit course, and independent study credits). If different course types are "weighted" differently, then equivalences should be specified as well (e.g., if a large class is "worth" the equivalent to 1.5 regular offerings)
- b) Service expectations (including internal and external service expectations, not including graduate advising). Service expectations should recognize different types of service commitments (e.g. "weighing" FAC, FPC, DAC, and department and program management functions service as "more" than less time consuming committee assignments)

- c) Research, scholarship, creative activity
- d) Professional development expectations related to teaching or service
- e) Undergraduate and graduate advising expectations
- f) Office hours and communication expectations
- g) Course release policy

Workload policies should also describe a fair and transparent process for accounting for individual faculty needs when assigning workload. Factors to consider include but are not limited to:

- a) Number of new course preparations
- b) Balance of workload components based on faculty review, promotion and tenure, professional development expectations and research agenda
- c) Extra administrative duties
- d) Timing of activities (e.g., publication and grant deadlines, course load in given terms, and promotion review dates)

Given the complexities of faculty work, it is expected that workload policies will not just describe workload as the number of courses taught per term/year without clear processes for accounting for the many differences in activities and faculty needs. Workload policies should also reflect the importance of service, including administrative duties.

Section 4. An individual's particular workload shall be assigned with the expectation that the faculty member will have the opportunity to meet the criteria for all reviews, including promotion and tenure. Assignments shall reflect

- a) The academic needs of the department or program
- b) The faculty member's qualifications and expertise
- c) The faculty member's evolving professional interests
- d) The best practices in the field

Department heads or program directors shall be responsible for the scheduling and assignment of all faculty under their direction. In units where there is no department head, the dean or designee will be responsible for the scheduling and assignment of all faculty under his or her direction. The department head or dean will maintain annually a written record of assignments for each faculty member after consultation with the faculty member. Consultation will take place no later than in the Spring term for the coming academic year and will include a discussion of schedule as well as other assignments. The faculty member shall be afforded the opportunity to present his or her preferences regarding assignments before they are assigned.

1 A department head, program director, or dean may modify scheduled assignments,
2 provided that the department head discuss changes with the faculty member before they
3 are made and changes are not made for arbitrary or capricious reasons.

4
5 Faculty members may request to adjust workload scheduled or assignments.

6
7 Any administrative stipends or academic support resources associated with work
8 assignments must be awarded in accordance with a clearly stated policy that does not
9 violate the university-valued principles of transparency, fairness, equality, and
10 participation.

11
12 **Section 5.** Overload compensation is any compensation, other than an administrative
13 stipend, paid to a faculty member who is assigned work beyond that specified in the
14 workload policy.

15
16 The following activities are typical sources of overload compensation:

- 17 a) continuing education
- 18 b) extension service
- 19 c) intra-campus consulting
- 20 d) seminars and similar services
- 21 e) advising more students than listed in the workload policy
- 22 f) teaching classes above the number defined as workload expectation at 1.0 FTE in
23 departmental policy

24
25 **Section 6.** Regular on-campus classes as well as time spent in support of grant and
26 research activities shall not be allowable activities for overload compensation except
27 under extraordinary or emergency circumstances.

28
29 **Section 7.** Overload assignments may only be used in emergency situations. Departments
30 and programs are obligated to employ sufficient faculty to perform all expected work
31 within the department. No faculty member can be disciplined or terminated for refusing
32 an overload assignment.

33
34 **Section 8.** Overload appointments will be assigned an FTE percentage commensurate
35 with normal workload duties and compensated accordingly. Faculty may request that
36 overload compensation take the form of class release.