

Faculty Workload Assignment Policy

- A. Teaching, conducting research/scholarship/creative activity, and providing public, departmental and University service are together regarded as normal and necessary in fulfilling an academic appointment. Such an appointment implies that faculty members will be engaged in student advising and serve on departmental, college, and University committees assisting in the day-to-day operations of the academic enterprise. Where appropriate, it is expected that faculty members will contribute their expertise to the public good.
- B. All full-time faculty members have a total workload of 30 credits per academic year, divided among (a) teaching, (b) research/scholarship/creative activity, (c) service, (d) clinical supervision and education, and (e) administration. The normative workload requirement for each faculty member with an academic (9 month) appointment, consists of the “standard” teaching, scholarship, service, clinical supervision and education, and administration, as described below, or an equivalent alternative.
 - 1. Teaching. A “standard” 3-credit-hour course is defined as reflecting 10% of total faculty workload. A “standard” teaching load for tenure-track faculty, including clinical faculty, on 9-month contracts is 18 semester hours per academic year (60% of total workload). A “standard” teaching load for non-tenure-track faculty (lecturers and professors of practice) on 9-month contracts is 24 semester hours per academic year (80% of total workload).

The teaching needs of the school or department will be considered in determining whether a faculty member may be assigned a teaching workload that deviates from the standard 18 credit hours. Individual tenure-track faculty may be assigned a teaching workload assignment outside the standard to reflect an extraordinary level of attention to research or service (see below). Such a recommendation for deviation is made by the department chair or school director and must be approved by the dean.

Probationary (tenure-track) faculty members may be assigned a teaching load less than 18 credit hours and shall not exceed an 18-credit hour teaching load assignment.

- 2. Service. A “standard” service assignment for a full-time faculty member on a 9-month appointment shall comprise of 20% of total workload (6

total credits per academic year). It is expected that most faculty members shall be assigned a standard service load, and it should be very rare for a faculty member to be assigned more service than a standard load. Such a recommendation for deviation is made by the department chair or school director and must be approved by the dean.

3. Research/Scholarship/Creative Activity. The “standard” expectation for research, scholarship, or creative activity (RSCA) for a tenure-track or tenured faculty member is 20% of total workload (6 total credits per academic year).

In consultation with a faculty member, a department chair or school director may assign a deviation of the number of RSCA workload credits. Such a recommendation is made by the department chair or school director and must be approved by the dean. The basis for such deviation may include, but is not limited to, external grants to support scholarly activity.

Faculty members are allowed to “buy” additional credits of RSCA workload using external grant funds. Such credits may be used to reduce teaching workload assignment.

Normally, there is no expectation of RSCA workload assignment for non-tenure-track faculty members (lecturers and professors of practice). In rare cases, a department chair or school director may recommend the assignment of some RSCA workload for a non-tenure-track faculty member. Such a recommendation must be approved by the dean.

4. Clinical Supervision and Education. In departments or schools where clinical education is part of the curriculum, a full-time faculty member may be assigned workload hours to conduct clinical supervision or education. Such an assignment normally would replace RSCA workload assignment, although in some cases (if the department or school needs so dictate), the clinical workload assignment may replace the teaching or service workload assignment.
5. Administration. In some cases, full-time faculty on 9-month appointments may be assigned administrative duties as part of their workload.

- C. Policy Review Cycle. The Provost's Office is responsible for this policy. At a minimum, every five years, a policy is to be reviewed by the responsible official who will recommend whether the policy should be reaffirmed without revision, amended, or rescinded. Policies may be reviewed on an earlier timeline depending on necessity and change in law or practice.