

## DRAFT

DATE: August 6, 2007

TO: Chris Craig, Associate Provost

FROM: Helen Reid, Acting Dean, CHHS

RE: CHHS Policies and procedures for assignment of faculty workloads,

A faculty member's workload includes teaching, research and service. Each department within the College of Health and Human Services has developed (or will develop) a workload policy that is consistent with these general guidelines and with the *Faculty Handbook Section 4.5.1. Teaching*:

*Beyond teaching, expected faculty workloads for faculty with standard appointments involve significant responsibilities for research and service. Accordingly, average departmental teaching loads for full-time faculty should approximate 18 equated hours per academic year, and no faculty should be expected to teach more than 24 equated hours per academic year. Teaching assignments for clinical and research faculty will vary.*

### Standard Teaching Loads

- Instructors
  - 9 month appointment: 12 equated hours per semester or 24 equated hours per academic year
  - 12 month appointment: 12 equated hours per semester and 6 equated hours during the summer or 30 equated hours per academic year.
- Clinical Faculty
  - 9 month appointment: 12 equated hours per semester or 24 equated hours per academic year.
  - 12 month appointment: 12 equated hours per semester and 6 equated hours during the summer or 30 equated hours per academic year.
- Probationary Faculty (The faculty member is expected to develop an active research program.)
  - 9 month appointment: 9 equated hours per semester or 18 equated hours per academic year.
  - 12 month: 9 equated hours per semester and 3-5 equated hours during the summer or 21-23 equated hours per year.
- Tenured Faculty maintaining active research programs
  - 9 month appointment: maintaining active research programs: 9 equated hours per semester or 18 equated hours per academic year.
  - 12 month appointment: 9 equated hours per semester and 3-5 equated hours during the summer or 21-23 equated hours per year.
- Tenured Faculty who do not have active research programs:
  - 9 month appointment: 12 equated hours per semester or 24 equated hours per academic year.
  - 12 month appointment: 12 equated hours per semester and 6 equated hours during the summer or 30 equated hours per year.

### Eligible Activities for Reassigned Time

- Research activity
- Administrative responsibilities
- Extraordinary service responsibilities

### Negotiation of Workload

- Faculty and department heads/directors discuss the faculty member's workload, including activities meriting reassigned time, during an annual meeting, with modifications as circumstances warrant
- Department heads/directors confirm with faculty in writing regarding workload negotiation, including reassigned time

### Criteria for Granting and/or Renewing Reassigned Time

- Assessment of progress during annual workload negotiations
- Criteria for progress/performance are governed by departments' promotion, tenure and reappointment policies, departmental merit evaluation policies, and evaluations by departmental committees and/or department heads.

### Overload Assignment Policy

On overload assumes that the faculty member already has a full teaching load. In exceptional cases department heads may recommend to the dean that an individual teaching fewer than 12 equated hours to receive compensation for an additional assignment. Overload assignments are assumed to be voluntary. In cases where an overload is necessitated to meet accreditation standards, approval of the dean is required. Overload compensation ranges from \$800 to \$900 per equated hour for faculty with terminal degrees and is \$700 per equated hour for faculty with Masters' degrees. Compensation greater or less than this amount may be considered in special individual circumstances, subject to approval by the dean.