

Faculty Workload Policy Draft Approved by Policy Council 4/25/01

Policy for Workload decisions

In collaboration with faculty in their departments, department chairs have discretion to make adjustments to faculty teaching loads if these adjustments increase equity in the teaching load among faculty within a program and are revenue neutral (i.e., do not reduce revenues for the School of Education)

The role of the department is to describe a plan for redistribution, where indicated, and to define the process and criteria that was used to make the decisions. The role of the Dean's Office is to review for individual equity and academic integrity. Collectively the learning that occurs from these changes should be shared with the policy council (Faculty Affairs Committee) at least every other year.

- *Discretionary decisions to adjust the teaching load of individual faculty should be revenue neutral for the program and department. Specifically, decisions to release a faculty member from a course for an excessive load in a related area should not reduce the total number of student credit hours generated by the program within an academic year.*
- *Equity in total teaching loads among faculty within the program should guide decisions to adjust loads.*
- *All affected faculty should be consulted about workload adjustments within their programs, given that some faculty may need to teach an additional course, or teaching additional students, if another colleague is released from teaching assignments.*
- *Accounting for adjustments should be worked out over an entire academic year, or across two academic years, rather than within a term. The goal of revenue neutrality requires that any adjustment in teaching load not reduce total credit hours generated by the program.*
- *Adjustments to teaching loads within programs should respect the career paths of faculty and should not place an extra teaching burden on junior faculty who are preparing for tenure review.*
- *The annual merit review process should be adapted to reward faculty who have carried extreme loads, including adjustments by faculty who might have increased their teaching loads to accommodate discretionary adjustments for their colleagues. The presentation of the annual merit review results should be one occasion for explaining workload issues, recommending merit adjustments and justifying new assignments to the Dean's Office. Also, department chairs and the Dean's office should review the issues as budgets are set for the forthcoming fiscal year.*