

Subject: Workload Policy
Policy Number: W20
Date: March 1, 2004
Revised: December 15, 2008

POLICY:

Each faculty member's workload is to be constructed in a modular fashion to reflect both the faculty member's preferences and the School's needs. This workload will be established in concert with the faculty member's Sequence Coordinator and Director in the spring semester for the following academic year as part of the annual performance review and planning process.

PROCEDURE:

Recognizing that the University policy establishes 12 hours or its equivalent as the "standard" semester workload, the administration of the School shall support an individual faculty member's workload request that consists of the following:

1. One course "reduction," to 9 hours, for normal/routine faculty responsibilities such as counseling/advising, School/College committee work and other service activities, University committee work and other service activities, and service activities connected with the profession at the local, state and national and international levels.
2. A Second one-course "reduction," to 6 hours, for scholarly/professional activities of sufficient magnitude to be the equivalent of one course. Depending upon the individual faculty's track, scholarly/professional activities may include but are not limited to refereed journal publications, refereed conference presentations and papers, grant submissions and grant work when approved, national/international professional publications, serving as a consultant for professional organizations and corporations such as a television station, newspaper, and/or media corporation, and/or organizing/directing national conferences.

The reduction in the 12 hours are to be approved by the School Director in consultation with the faculty member and their respective sequence coordinator.

The workload policy outlined above should be recognized as one that meets an individual faculty member's obligations in an exemplary fashion.

The policy above is not meant to be an inflexible prescriptive document. Each faculty member and the school administration will work out the individual faculty member's workload on a yearly basis.

Since all faculty are expected to teach at least two courses per semester, the following course assignments will merit student assistance.

- Excessively large classes
- Two or more lab classes
- Excessively large number of contact hours in any semester.