WORK LOAD FOR TENURED AND TENURE-TRACK FACULTY

PURPOSE:  To establish university-wide policies and procedures governing the assignment of work load for members of the tenured and tenure-track faculty (excluding library faculty) who occupy full-time positions in academic departments, have academic rank, and are eligible for tenure.

I. DEFINITIONS

Members of the tenured and tenure-track faculty (as defined in BSU policy 7000, but excluding library faculty) who occupy full-time positions in academic departments, have academic rank, and are eligible for tenure, are referred to as members of the faculty or faculty members. The word scholarship is used to refer to all forms of research and creative activity carried out by a faculty member. The term “peer review” is used to designate any discipline-specific factors that are used in determining that the scholarly value of a particular scholarly product is academically or professionally noteworthy.

II. BASIC PRINCIPLES

Professional expectations of all faculty members include teaching, scholarship, and service. While advising is generally integrated into all of these activities, any work load assigned for specific advising duties, such as undergraduate advising coordinator, shall be placed in the category of service.

The distribution of effort among teaching, scholarship, and service, may vary from faculty member to faculty member and from fall semester to spring semester. However, the distribution of effort should always balance the scholarly and service interests of individual faculty members with their responsibility to deliver academic programs of high quality. This variation in the distribution of faculty effort is desirable because it allows optimization of faculty contributions to deliver high quality academic programs.

III. GENERAL DISTRIBUTION REQUIREMENTS

Baseline professional expectations for all faculty members include teaching, service and peer-reviewed scholarly activities. Unless otherwise defined in college or department-specific work load policies, the standard teaching assignment is three 3-credit courses per semester (3-3 load), which is generally equivalent to 60% of the total faculty workload. The remaining workload is generally allotted to scholarship and service.

Departments must have a statement in their dean and provost-approved department or college work load policies (see Section V.A) regarding expected annual scholarly activity for faculty. That policy shall also contain guidelines for any variance from the standard teaching assignment outlined above. Finally, any year-to-year variances in the work load of an individual faculty member...
member may be justified through a variety of activities including, but not limited to, work with graduate students and administrative assignments, provided they are consistent with the department policy and are approved by the chair and dean.

IV. WORK-LOAD VALUE OF TEACHING, SCHOLARSHIP AND SERVICE ACTIVITIES

A. Total Work Load: The course load for an individual full-time faculty member may vary from the fall to the spring semester of an academic year based on scholarly activity, service, and other needs of the department. The department chair and college dean must approve the annual distribution of course loads for faculty who deviate from the departmental standard teaching responsibility. The sections below provide guidelines for assigning workload to teaching activity. Workload value associated with scholarship and service activity shall be defined in the college and/or department workload documents. The percentage of work load assigned to teaching, service and scholarship must sum to 100%.

B. Lecture Courses: A lecture course is an established on-campus course that consists entirely of class meetings devoted to the presentation and discussion of course content and student assignments. A three-credit undergraduate lecture course is normally identical to one of the three courses assigned each semester. An adjustment (increase or decrease in units) may be used by a department to take into account additional factors that significantly impact effort, such as large enrollment, service learning requirements, hybrid or on-line delivery, or help from graduate assistants, provided such adjustments are outlined in college or department-specific work load policies.

C. Laboratory and Clinical Courses: A laboratory course generally has more contact hours than credit hours. A clinical course is a course taught in a clinic, K-12 classroom, office, courtroom, field camp, or similar setting, with an emphasis on the practice of professional skills under the supervision of a university-authorized preceptor.

The course-load value assigned to laboratory and clinical courses shall be outlined in the dean and provost-approved department work load policies. Those values will vary with the number of contact hours and other factors. For example, the work load associated with laboratory courses vary with the nature and level of the course. The course-load value assigned to laboratory and clinical courses should be consistent with that used to determine rates of pay for adjunct faculty, if applicable. Finally, if a specialized accrediting body places limits on the teaching of laboratory and clinical courses in a particular program, then these limits must be respected by those college and department policies.

D. Other Courses: The university offers a large number of undergraduate and graduate courses that are not easily classified as lecture, laboratory or clinical courses. The course-load value assigned to each of these types of courses is determined by each department subject to constraints imposed by the policies of the department and college.

E. Graduate Culminating Activities: Effort expended by a faculty member on graduate culminating activities (e.g., thesis, project, dissertation) is included as part of the annual teaching assignment, but only to the extent that the culminating activities are represented by registered academic credits. The course-load value assigned to a graduate culminating
activity is determined by each department with the dean’s approval and subject to constraints imposed by the policies of the department and college.

F. Departmental Administrative Assignments: Departmental administrative assignments (e.g., chair, director, coordinator) during the academic year are included in the service activities. The reduction of teaching assignments based on administrative assignments is determined by each department with the dean’s approval and subject to constraints imposed by the policies of the department and college.

V. DEVELOPMENT OF WORK-LOAD POLICIES AND PROCEDURES WITHIN THE COLLEGES AND DEPARTMENTS

A. Each college and department is responsible for developing and maintaining a written work load policy that defines annual professional expectations and outlines the process for any variance from the standard teaching assignment defined in section III. College and department-specific workload policies must be approved by the college dean and provost, as well as any changes to such policies over time. There must be consistency within the hierarchy of policies and procedures; that is, the department policies and procedures must be consistent with (and in some cases identical to) the college policies and procedures, and the college policies and procedures must be consistent with university policy.

B. At a minimum, the policies and procedures developed by a department must require the following: (1) uniform application to all faculty members of the department; (2) for each faculty member, joint development (by the faculty member and department chair) of an annual written professional expectation document that is approved by the department chair and subject to review by the college dean; (3) linkage of the annual work-load description to the annual faculty evaluation; and (4) definition of a mechanism for implementing work-load modifications during the academic year as the need arises.

C. If the annual professional activities of an individual faculty member and/or collective faculty within a department/unit are inconsistent with this policy then the appropriate chair, dean, or provost will re-examine the professional expectations and bring them into conformity with this policy. Following this review, if necessity demands, adjustments will be made in resources to the department, in faculty compensation and/or in workload balance.

D. The faculty work load for a given academic year must be documented according to the guidelines in Section VIII and filed with the office of the dean prior to the start of the fall semester.

VI. WORK LOAD ASSIGNMENT IN THE CASE OF A SALARY BUYOUT

As described in university policy 6100, a faculty member can be paid (in whole or in part) by a sponsored project during an academic year under an arrangement known as “salary buyout”. In the case of a salary buyout, the professional expectations of the faculty member will remain in place for the academic year, but the work-load distribution shall include a redistribution of professional activity based on the terms of sponsored project, and it may not be possible to meet the distribution requirements among teaching, scholarship, and service stated in section III. The
total academic-year salary of the faculty member paid by the sponsor must be consistent with the effort assigned to the sponsored project.

VII. EXCEPTIONS

This policy does not apply to faculty members on sabbatical leave, military leave, family medical leave, or sick leave.

VIII. GUIDELINES FOR DOCUMENTATION OF FACULTY WORK LOAD

Documentation of faculty work load assignments for the upcoming academic year must be submitted to the dean prior to the start of the fall semester. Such documentation shall include the following items:

• The percent of total work load assigned to teaching, scholarship, and service.
• An explanation for teaching assignments that are lower than the standard assignment of three 3-credit courses per semester.
• The course designation and course load value assigned for each course taught, if available. If specific course assignments for the following year have not been made, this information should be submitted to the dean when it is available.
• An indication if the course is team taught with another member of the faculty.

Any subsequent adjustments to a faculty member’s assigned work load are subject to approval by the department chair and dean.