

Russ College of Engineering and Technology Workload Policy
Adopted September 8, 2008

All Group I faculty in the Russ College of Engineering and Technology are expected to be involved in teaching and advising, research and scholarship, and service to the university and the profession. The balance among these areas will vary depending on the discipline, the maturity of the individual in his/her professional development, the skills and interests of the individual, and from year to year as opportunities arise. The following are guidelines for the department chair's assignment of teaching, advising, and service activities. It is recognized that the accomplishments of any faculty member may vary from year to year; therefore, in assigning a teaching load the chair should use the performance of a faculty member over multiple years.

College Workload Policies

- 1) Each department will formulate its own workload policy, which must be consistent with the university and college policies. The policy must be approved by the dean and available in writing to all faculty in the department. The department chair will assign teaching, advising and service duties consistent with the department's workload policy and mission.
- 2) The department chair will review the workload assignment with each faculty member annually. The achievements of the faculty member in recent years will be discussed along with his/her plans for the future. A teaching load consistent with department workload policy will be decided upon, considering the faculty member's intended and recent contributions in scholarship and service. A written document will be produced stating the expectations of the faculty member for this particular workload assignment.
- 3) A primary mission of every department is to provide instruction such that the diligent student can graduate in his chosen major in a timely fashion. From time to time, this obligation will necessarily override other guidelines on teaching load. Excess load should be distributed proportionally across the department. If a department has excess teaching loads on a continuing basis, the department and college should pursue a combination of additional faculty lines, curriculum revision, combination of courses with other departments, or other measures. The remedy must consider the current financial situation, maintaining accreditation of continuing programs, and the mission of the Russ College.
- 4) The basis for the teaching load is the course credit. For calculating teaching loads, course credits as listed in the catalog may be adjusted to account for factors such as enrollment, contact time outside of class, new course preparation, etc. Such adjustments must be standardized for the department and written into the department workload policy.
- 5) The baseline teaching load for faculty primarily assigned to teaching is 36 credit hours per academic year. In addition to teaching, the faculty member is expected to perform some scholarly activity (as defined in the departmental workload policy) and a proportionate amount of service work to maintain the efficient running of the department, the Russ College, and the University.

- 6) The baseline teaching load for faculty with a significant expectation of scholarly activity is 18-24 credits hours per academic year. In addition to the teaching load, the faculty member should spend about 40% of his/her time on scholarly activities (as defined in the departmental workload policy) and a proportionate amount of service work to maintain the efficient running of the department, the Russ College, and the University.
- 7) Probationary faculty should be assigned a reduced teaching load in their first year to help in their transition. Recognizing the significant time commitment to build a foundation for excellence in teaching and scholarship, probationary faculty who are expected to demonstrate significant scholarly activity for promotion and tenure should not have academic year teaching loads exceeding 20 credits.
- 8) Faculty with external funding may need to spend a larger proportion of their time on scholarly activity, and should compensate the department for the lost contribution to instruction by paying release time. Typically, 40% of the faculty member's quarterly salary and benefits is required for release from a single course. Agreements for course release should be part of the written annual workload document for the individual.
- 9) The department chair may reduce a faculty member's teaching load to allow increased time for activities such as undergraduate chair, graduate chair, assessment coordinator, special project, center director, lab coordinator, operations, recruitment activity, teaching large class sections, creating new courses, significant professional service, revitalizing a previous research interest, activating a new research area, etc. Reductions for ongoing duties (e.g. undergraduate chair) must be standardized for the department and stated in the department workload policy. Reductions for other duties should be part of the written annual workload document for the individual.