The Chair shall meet annually with faculty members during the Spring semester to determine workload assignments for the following academic year. The Chair will record each faculty member’s workload assignments on a faculty workload spreadsheet, which will be provided to the Personnel Affairs Committee for merit evaluation.

In keeping with the university policy on Academic Workload and Merit Evaluation of Faculty (06.027), for tenure-track and tenured faculty members the department “should strive for an overall balance of faculty work across the unit that closely approximates 40% effort in research/creative activities, 40% effort in teaching, and 20% effort in professional service.” For lecturers, the standard workload shall be 80% teaching and 20% service, though these percentages may vary when the department chair and lecturer agree to special assignments, e.g., assisting with the debate program, student advising, facilitating department assessment, training and supervising teaching assistants. Considering a 40-hour work week, and recognizing that work weeks can differ greatly, 20% of a work week is equivalent to 8 hours of work. For example, someone with 20% of their workload dedicated to service is generally expected to spend eight hours each week on service activities. Because, at any given time, there may be insufficient faculty resources to achieve this balance, the department recognizes these workload percentages as goals and recognizes that the Chair may need to manage equitable workloads through differential workload assignments. In keeping with these policies, the Chair is responsible for the management of department resources and has ultimate authority regarding workload assignments.

To assist the Chair in making workload assignment decision, the department establishes the following guidelines for awarding research workload assignments to individual faculty members.

- To merit a research workload assignment, a faculty member must receive a Satisfactory or higher score (5.0 or above) on the Research portion of their faculty annual evaluation. Implementations of workload changes occur at the beginning of academic years.

- Should more faculty merit a research workload assignment than there are department resources to support such assignments, the chair should seek the advice of the Executive Committee in awarding these assignments. In determining priorities, the chair and the committee should consider:
• Sustained levels of productivity (i.e., the length of time that a faculty member has been operating at this level of productivity),
• The relative availability of publication outlets in the various disciplinary areas that comprise the department, and
• Documentation regarding the significance of each article or essay, which might include but is not limited to acceptance/rejection rates; evidence of citation of the work; impact factor.

• A faculty member who fails to sustain the expected output for a research workload assignment for two consecutive evaluation periods will have his or her workload redistributed to include additional teaching assignments, and may regain the research workload status only after he or she has once again met the standard.

• In addition to research obligations, all faculty are expected to engage in instructional activities and service activities. The following guidelines inform these activities:

  • Instructional
    • Each course taught during the Fall and Spring semesters equals 10% of the total workload.
    • Summer courses are treated as outside the employment contract.
    • Additional instructional–related activities, including serving as major professor for graduate students, teaching-related publications, proposing and teaching study abroad courses, new course development, converting courses to online formats, and course redesigns, do not add to one’s teaching load but will be assessed as part of annual evaluation process.

  • Service
    • Service activities may take place at various levels (department, college, university, professional, community) and may range from committee leadership and service to other activities such as student recruitment, faculty mentoring, organizing/contributing to departmental events, extra-curricular activities, advising student clubs, and undergraduate or graduate student advising.
    • At the Chair’s discretion, additional service–related activities may decrease the overall workload in instructional or research duties, e.g., course release for graduate student advisor.

  • Process for addressing variations in workload
    • If faculty workload changes due to additional committee service, for instance, workload percentages may be renegotiated with the Chair to reflect the new distribution. The new activities and percentages must be approved by the Chair and will be indicated on the faculty workload spreadsheet.