

GA 7/16

ARTICLE 13 – WORKLOAD

- 13.1 For the purposes of this Article, workload is defined as the activities tenured and tenure-track faculty shall be required to perform to meet the requirements of their employment contract.
- 13.2 A faculty member's workload shall be described in writing by the University and provided to individual faculty. The written description will include the specific activities that faculty shall accomplish in a specified period of time (*i.e.*, quarter, academic year, calendar year, multi-year period) to fulfill professional obligations to the University. The determination of faculty workload is considered a substantive academic judgment; however, workloads must be consistent with the express terms of this Agreement.
- 13.3 The workload will typically consist of three parts: teaching, scholarship, and service. Normally, the workload will consist of a balance of these professional activities which are measured in workload units. It is understood that a tenured faculty member or librarian may or may not participate in all of these activities during a given academic year, and this understanding must be approved and documented by the department chair and dean in the workload plan. .

13.3.1 Teaching: classroom, studio, laboratory, continuing education, and distance delivery instruction in regular academic courses with assigned workload units; development and coordination of special undergraduate and graduate seminars; preparation of student materials for classes; preparation of a new course or substantial revision of an older course; general advising of undergraduate students; supervision of student mentorships; supervision of graduate student theses and research/creative projects; supervision of undergraduate theses and research/creative projects; supervision of directed study through individualized courses; non-credit educational programs on-campus or elsewhere; supervision and management of teaching facilities; and other activities benefiting students' academic development. Guidelines for determining workload units of teaching is described in Appendix A.

13.3.2 Scholarship: all professional activities leading to publication, performance, or formal presentation in the faculty member's field, or leading to external funding recognizing the faculty member's current or potential contribution to his/her field. Such activities include: manuscript submission; grant proposal submission; supervision of externally funded research projects; development of patentable inventions; and other original contributions, performances, exhibitions, or concerts appropriate to the faculty member's field.

13.3.3 Service:

- (a) Public service: such as in organized, non-remunerative, educational and consultative activities which relate to a faculty's professional expertise and further the interests or prestige of the University;
- (b) University service: such as department chair, director, program coordinator, or governance assignee; accreditation; program development; work on recognized administrative, department, college, school or university committees; and other tasks as deemed necessary by the University.
- (c) Professional service: such as on grant, journal, or accreditation review boards, or as an ad hoc reviewer, in the faculty's area of expertise; as an officer in a professional society; organizing and/or chairing conferences, symposia, seminars, etc.; teaching short courses, seminars, etc. that are not regular academic courses; editing journals, books, special volumes of papers, etc.

13.4 Workload.

- 13.4.1 The composition of professional duties and responsibilities of faculty will be determined by the faculty member and department chair, and approved by the dean/director after consultation with the department chair and faculty as provided in Section 13.4.5.
- 13.4.2 In the determination of a faculty's workload, consideration shall include those items listed in Section 13.3 and the following factors: instructional needs of the department; accountability measures set by the Legislature or accreditors; needs of departmental faculty; historical workloads; the missions and goals of academic units, including unit criteria developed for the evaluation of faculty; the level, duration, and mode of delivery of a workload activity; the requirements of externally funded contracts and grants; and whether an activity requires individual or group activity or extended time commitments.-
- 13.4.3 Faculty shall be responsible for forty-five (45) workload units per academic year. ~~A typical workload will consist of thirty to thirty-six (30-36) workload units of teaching, six to twelve (6-12) workload units of scholarship, and three to nine (3-9) workload units of service.~~ A workload in excess of forty-five (45) workload units per academic year shall constitute an overload and must be agreed to by the faculty member and approved in advance by the dean/director and the Provost.
- 13.4.4 All librarians will enjoy full faculty status with all the rights, privileges and responsibilities. Professional librarians shall constitute a department for administrative purposes.

- (a) Librarians shall be scheduled for forty (40) hours per week during their contract and librarians shall be expected, as are all faculty, to assume internal and campus committee and other campus assignments.
- (b) A library faculty's work schedule shall be based on the library's needs as determined by the Dean of Library Services in consultation with the members of the library faculty.

13.4.5 Workload Determination Procedure.

- a) Individual tenured and probationary faculty shall consult with the department chair and prepare in writing the proposed workload for each quarter of an academic year, or other specified time period. The proposed workload shall account for factors including those specified in Section 13.3 and be completed and submitted to the department chair on or before February 15th.
- b) The department chair shall submit the following information to the dean/director on or before March 15th: all the proposed faculty workloads for the department, a summary of the courses proposed for the coming year, and a summary of the scholarship and service to be performed by the department.
- c) Following approval by the dean/director, tenured and tenure-track faculty will be informed of their workload for the subsequent academic year no later June 15. Colleges may accelerate these timelines as necessary.
 - (i) When workload negotiations or revisions occur after June 15th, both the faculty and the administration have fifteen (15) working days to respond to these changes. Should either party not respond within fifteen (15) days, the last proposed workload plan shall be adopted.

13.4.6 Workload components of individual faculty within a department may vary from quarter to quarter and/or academic year to academic year to permit variations in emphasis across teaching, scholarship, and service responsibilities.

~~13.4.7~~ Faculty workload shall be determined with the expectation that tenure and tenure-track faculty will have the opportunity to meet the established criteria for reappointment, promotion, tenure, and post-tenure review. Unless otherwise requested by the faculty member and approved by the chair and dean agreed, ~~tenure-track faculty will be provided a an average of~~ minimum of six (6) workload units of scholarship per year.

~~13.4.8~~13.4.7 Faculty who have externally funded research and/or service commitments shall be guaranteed the opportunity to buy out workload units as required to meet the commitments; provided that the overall teaching, scholarship, and service needs of the unit can be met, as determined by the department chair and approved by the dean/director.

~~13.4.9~~13.4.8 The Union recognizes the University's need for flexibility in determining faculty workloads as a result of unanticipated or emergency situations. When the need arises, a faculty member's workload may need to be revised. There will be consultation with the department chair and the faculty before a faculty member's workload is revised. When a workload is revised, the dean/director shall provide a copy of the revised workload to the faculty member as soon as practicable.

- (a) Workloads regularly shift in response to unanticipated changes in teaching, scholarship, and/or service responsibilities. Any alteration which results in a shift in teaching, scholarship, or service loads by three (3) or fewer workload units within a category may be handled at the department chair's discretion without requiring the formal submission of a revised workload plan.

Placeholder... consulting with chairs re chair workloads and will return with more information.

TA RBY
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