

**Department of Health Sciences Full-Time Faculty Workload  
Policy December 15, 2017  
Revised by Office of the Provost - May 2018  
Revised by interim chair Sharon Harlan – August 2018**

**1) Introduction**

The Department of Health Sciences Full-Time Faculty Workload Policy is intended to reflect the vision and goals of the department. This policy is designed to assure that workload is equitably distributed across all types of faculty members and that the allocation and reporting of teaching, research and service responsibilities are done in a transparent and consistent manner. This policy has been created in accordance with the 2017 workload policy criteria jointly approved by the University's Provost and the Faculty Senate. This policy will be reviewed in the fall of 2019 and then every three years thereafter. The current version will be distributed annually to the full-time department faculty at the beginning of each academic year. Full-time faculty can submit a written request, at any time, to the Chair of the Department of Health Sciences for a current list of faculty workload assignments. The workload policy will be available on the department's Blackboard Organization site or similar university sponsored electronic site. An up-to-date copy of the Department of Health Sciences Full-Time Faculty Workload Policy will be provided to the Dean of Bouvé College of Health Sciences if any changes are made in the document.

Collective efforts by faculty to adhere to this policy will help enhance the overall quality of the department's programs and fulfill the vision of the department. As a department, we seek through our collective contributions to:

- Become the university's healthcare, public health, and population health hub;
- Offer students comprehensive and challenging learning experiences;
- Foster faculty success through innovative interdisciplinary collaborations and steady funding.

Per the *Faculty Handbook*, the annual workload of all full-time faculty members will be distributed among teaching, research/scholarship/creative activities/professional development, and service. The percentages of these activities will vary by faculty title and type and may vary during the course of a faculty member's career.

## **2) Workload Distribution by Type of Faculty Appointment in the Department of Health Sciences**

### **2.1 Types of Faculty Appointment:**

- Tenured Faculty – Associate or Full Professors
  - 100% HS appointment
  - Jointly appointed - HS tenure home
  - Jointly appointed - non-HS tenure home
- Tenure-Track Faculty – Assistant or Associate Professors
  - 100% HS appointment
  - Jointly appointed - HS tenure home
  - Jointly appointed - non-HS tenure home
- Non-Tenure-Track Faculty – Clinical Faculty, Teaching Faculty, and Professors of the Practice
  - 100% HS appointment
  - Jointly appointed

### **2.2 Workload Distributions:**

Tenured or tenure-track workloads are based on 2-semester annual faculty appointments, while non-tenure-track appointments may be based on either 2-semester or 12-month appointments.

- Tenured Faculty
  - 40% Teaching, 40% Research, 20% Service
- Tenure-Track Faculty
  - 40% Teaching, 50% Research, 10% Service
- Non-Tenure-Track Faculty (Clinical Faculty, Teaching Faculty, and Professors of the Practice)
  - 60-80% Teaching, 10-20% Research/Scholarship/Creative Activities/Professional Development, 10-30% Service
  - The percentages for teaching, research and service for non-tenure-track faculty differ based upon the type of appointment in accordance with individual appointment letters and guidelines in the *Faculty Handbook*. Non-tenure-track faculty are expected to contribute primarily to the teaching and service needs of the department.
- Jointly Appointed Faculty
  - The percentages for teaching, research, and service for jointly appointed faculty (in any category) are based upon percent appointment in the Department of Health Sciences and will be determined by the chair in conversation with the head of the other academic unit(s). The work effort of jointly appointed faculty members is proportional to the percentage of the appointment. Jointly

appointed tenured or tenure-track faculty members carry a primary obligation to the tenure home and a secondary obligation to the non-tenure unit. Teaching and service activities of jointly appointed faculty members should contribute to the overall goals of each unit.

### **3) Workload Definitions**

#### **3.1 Teaching:**

All full-time faculty are expected to participate in the department's educational programs through teaching. Teaching is defined as activities involving interactions with students that are consistent with the University's educational mission and goals. Classroom, online, or hybrid instruction of a 3- or 4-credit course is equivalent to 10% teaching workload.

The workload for tenured and tenure-track faculty is 4 courses per academic year. However, new tenure-track assistant professors will have a 50% teaching load reduction in their first two years of employment in Bouvé, and a 25% teaching load reduction in their third year. This will result in the following modifications to workload assignments for years 1-3.

- Years 1 and 2: 20% Teaching, 70% Research, 10% Service
- Year 3: 30% Teaching, 60% Research, 10% Service

The workload for non-tenure track faculty is 6 academic courses per year (if on a two semester contract) or 8 courses (if on a 12-month contract).

Research-active tenure-track or non-tenure track faculty who secure external funding may negotiate a reduction in their teaching. To obtain such a course reduction, external funding is paid from the principal investigator to Bouvé to support the teaching the faculty member would ordinarily have done. Amount of payment must be consistent with the Bouvé Externally-funded Research Support Policy (effective May 1, 2018). Research "buy out" is limited to no more than three courses per academic year. All tenure-track and non-tenure-track faculty must teach a minimum of one course per academic year.

Tenure-track faculty who are not research active will have a 60% teaching workload (6 courses per year), with the remainder of their workload allocated to service and professional development/scholarship at the discretion of the chair.

In accordance with tenure and promotion guidelines, supervising and mentoring graduate and undergraduate student research, providing experiential learning opportunities, and scholarly/professional activities that enhance teaching effectiveness are contributions to the teaching workload. In extraordinary circumstances the chair may consider a combination of the following activities in reducing annual teaching assignments. These activities include, but are

not limited to:

- Developing a new course (on-campus, hybrid or online)
- Instructing an existing course for the first time
- Instructing a Service Learning designated course
- Instructing a 1-credit course (Intro to College) or modularized courses
- Supervising variable credit Directed Studies (undergraduate or graduate)
- Supervising undergraduate Honors Projects/Capstones
- Supervising MPH Capstone, Exercise Science Thesis
- Membership on PhD dissertation committee

### 3.2 Research:

All tenure-track and tenured faculty are expected to engage in research and scholarly activity as is appropriate for their disciplines and rank to earn distinction in their respective fields. Research active faculty are expected to show evidence of peer recognition through some combination of these types of activities: an ongoing program of scholarship; demonstrated track record of grant proposal submission; obtaining funding; dissemination of scholarly contributions in peer-reviewed or other respected academic journals or scholarly books, and presenting at scholarly conferences or other public venues at a level that is consistent with expectations for peers and aspirational schools at Research 1 universities; and a plan for scholarly productivity in the coming year. In the context of this workload policy, all research activity should be in alignment with tenure and promotion guidelines as set forth in the *Faculty Handbook*.

It is expected that research/scholarship/creative activities/professional development will account for at least 10% of the workload for all non-tenure-track and all tenured or tenure-track faculty who are not research active.

A tenured faculty member is determined to be “research inactive” after 3 consecutive years of inactivity according to the following guidelines. The chair will make this determination based upon the department merit committee’s ratings and the chair’s ratings for research performance. If the committee and the chair assign an annual research score = 1 (Needs Improvement) in accordance with the department’s Merit Review Process (effective 2016), the reason for the low score will be documented and the chair will notify the faculty member. The faculty member may request guidance on a plan to raise the research performance score.

If a faculty member receives a research score = 1 from the merit committee and the chair for 3 consecutive years, the reason for the score will be documented and the chair will

notify the faculty member that they are assigned to research inactive status beginning the following semester. The faculty member may request guidance on a plan to regain research active status. The faculty member will return to research active status the semester after both the merit committee and chair assign research scores = 2 (Meets Expectations) or 3 (Exceeds Expectations).

### 3.3 Service:

In the context of this workload policy, all service activity should be in alignment with guidelines as set forth in the *Faculty Handbook*. Service is defined as activities that support the university, profession, and the broader community.

Department, College and University Service: For the department to achieve its mission, it is the responsibility of each full-time faculty member to be engaged in service to the department, regardless of rank. Faculty service activities at the college and university level may also further the mission of the department. Department service includes, but is not limited to:

- Leading and serving on committees
- Advising student organizations
- Participating in self-study or other accreditation processes
- Participating in student recruitment events, student orientation and culminating experiences
- Directing educational programs

Faculty citizenship, as reflected through engagement and collegiality, is an expectation for all faculty members in the department. All faculty are expected, in proportion to their department appointment, to attend all faculty meetings, support faculty searches, and attend department seminars/colloquia.

Professional and Community Service: Professional service may include, but is not limited to, leadership and other roles in professional organizations, advisory boards, journal editorial review boards, as well as serving on grant review boards, and ad hoc peer reviews of articles, books, and grant proposals. Community service includes contributions made in a professional capacity to the wider community including community boards and organizations. These activities may be taken into consideration when assessing service workloads. However, service at these levels does not exempt a faculty member from service at the department level.

### 4) Workload Determination Procedures

The department chair will review and determine each faculty member's workload annually in the spring semester of each academic year. Modifications to the distribution of effort in the workload assignment will be negotiated with the chair and approved by the dean.

Special situations including, but not limited to: parental leave, family leave, adoption leave, and medical leave will be processed in accordance with university policy.

Additional activities that would be weighted by the chair in consideration of annual workload include, but are not limited to serving as:

- Department Associate Chair
- Graduate Program Director
- Undergraduate Program Director
- Undergraduate Associate Program Director
- Director of Center or Institute

**5) Process for Faculty to Address Workload Concerns:**

Faculty who wish to discuss concerns regarding their workload assignments should first bring their concerns to the attention of the department chair. If unable to resolve at this level, faculty may bring their concerns to the College dean. The decision of the College dean is final.

<u>Approvals</u>	<u>Date</u>
Faculty	9/17/18
Department Chair	9/17/18
Dean	9/23/18
Provost	10/5/18

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**Department of Health Sciences**  
**Checklist for Unit Workload Policy Documents**

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

  bg Document is consistent with published College and University policies.

  bg Document clearly reflects the goals/aspirations of the unit as these relate to workload.

  bg Document clearly defines the types of activities that constitute each of teaching, research/ scholarship/creative activities/professional development, and service for the unit.

  bg Document describes the different types of full-time positions in the unit.

  bg Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.

  bg Document describes all unit policies related to workload for full time faculty.

  bg Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.

  bg Document states how frequently the workload policy document will be reviewed.

bg Document indicates where and how the unit's current workload policy document can be found.

  bg Document indicates where and how the workload assignments for each full time faculty member can be found.

  bg Document describes the process for faculty to address any concerns with their workload in the unit.

  bg Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.

  bg Document indicates date of approval of the unit's dean.

  bg Document indicates when it was sent to the Provost's Office to be included in

the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

\_bg\_\_ Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.

\_bg\_\_ Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.