

College of Professional Studies Workload Policy

1. Adoption and Accessibility: The College of Professional Studies (CPS) faculty approve this policy, which complies with the Faculty Handbook statement on faculty workloads approved by the Faculty Senate on April 4, 2017, and approved by the Board of Trustees on June 7, 2017, and with the workload guidelines subsequently issued by the Office of the Provost. CPS re-affirms its adoption of an 80/10/10 Teaching, Service, and Scholarship/Research/Creative Activity/Professional Development model for full-time faculty, which was first adopted by the faculty on March 6, 2018, and approved by the Provost on September 10, 2018. This policy will be posted on the Office of the Provost website and the CPS SharePoint site.

2. Overview: This document describes the duties of CPS full-time faculty members. Part-time and half-time faculty are not subject to this workload policy.

The following section delineates the three areas of responsibility including teaching, service, and scholarship/research, creative activity and/or professional development:

2.1 Teaching (80%): *Teaching activities* may include course teaching, course design, curriculum development, dissertation chairing, and service on dissertation committees. Advising activities also fall under teaching and may include student supervision and student advising.

2.2 Service activities (10%): Service activities may comprise three areas of service: (1) service to the institution/college; (2) service to the discipline/profession; and (3) contributing disciplinary knowledge to the general community. Faculty will work with their supervisor and/or area associate dean to effectively balance service within the university, profession, and society.

2.3 Scholarship/Research/Creative Activity and/or Professional Development (10%): Faculty are expected to maintain currency and contribute to student learning in their field. Faculty may contribute to the development of their professional fields by promoting the discovery and dissemination of knowledge through scholarship/research/creative activity and/or professional development. Faculty will work with their supervisor and/or area associate dean to identify scholarship/research/creative activity and/or professional development activities.

3. Appointments: The full-time faculty of CPS is primarily non-tenure-track. Full-time non-tenure-track faculty are appointed to the rank (Assistant Teaching Professor; Associate

Teaching Professor; Teaching Professor; Professor of the Practice; Academic Specialist; Clinical Professor) commensurate with their experience and credentials. A full-time faculty in a quarter-based program shall have a base workload of 36 credits. A full-time faculty in a semester-based program shall have a base workload of 32 credits. In fulfilling their responsibilities, they enjoy the protections of academic freedom. Full-time faculty shall participate in faculty governance as determined by the procedures of their units and college and according to the bylaws of the Faculty Senate. The workload policy in CPS specifies the distribution of effort, by type of appointment, as follows:

3.1 Full-time Non-Tenure-Track Faculty hold contractual, 12-month term appointments as members of the teaching faculty. Full-time non-tenure-track teaching faculty members shall teach courses during academic terms in fulfillment of 80% of their work. Full-time non-tenure track teaching faculty shall engage in scholarship/research/creative activity and/or professional development in fulfillment of 10% of their work. Full-time non-tenure track teaching faculty shall engage in service in fulfillment of 10% of their work. All expectations for the fiscal year of teaching, service, and scholarship/research/creative activity and/or professional development activities shall appear on the faculty workload sheet. Adjustments to the workload can be made throughout the year based on the needs of the college. Final workload assignments are determined by the area associate dean.

3.2 Full-time Non-Tenure-Track Faculty whose employment is contingent on and/or whose program accreditation is dependent on publication, such as AACSB accredited program faculty and Canadian based faculty, shall carry a teaching load, engage in service activities as well as scholarship/research/creative activity and/or professional development to be determined in consultation with their area associate dean. All expectations for the fiscal year of teaching, service, and scholarship/research/creative activity and/or professional development activities shall appear on the faculty workload sheet. Adjustments to the workload can be made throughout the year based on the needs of the college. Final workload assignments are determined by the area associate dean.

4. Faculty Workload Sheet and Procedures: The workload assignment for a fiscal year for each full-time faculty member will be confirmed by the respective area associate dean no later than May of the prior fiscal year. As an example, for the fiscal year of July 1, 2025 – June 30, 2026 the workload assignment will be confirmed to faculty by May 1, 2025.

4.1 Faculty Workload Sheet: A faculty workload sheet shall be completed by the supervisor and/or area associate dean, in consultation with the faculty member, for each full-time faculty member each fiscal year. The faculty workload sheet must list the activities the full-time faculty member plans to complete in each category in the fiscal year. A typical full-time faculty workload sheet will include a 3 credit course release for scholarship/research/creative activity and/or professional development and a 3 credit course release for service. This may vary depending upon the particulars of one's appointment type and terms.

It is recognized that faculty will be required to complete and engage in other activities reasonably related to the performance of their jobs, such as completing trainings required by the college and/or university and attending college-wide and department meetings, events, and graduations, even if those activities are not listed on their faculty workload sheet.

4.2 Teaching Overload Courses: Faculty may participate in teaching courses beyond their base teaching responsibilities. Overload is not guaranteed as part of a faculty member's workload. It is approved based on the needs of the college as determined by the area associate dean in accordance with university policies and guidelines. Even if overload compensation appears in a yearly workload sheet, it is not guaranteed, due to faculty and student changes that may take place over the course of the fiscal year.

The following guidelines apply:

4.2.1 A faculty member may request to be assigned additional course sections beyond their base teaching load. These sections are categorized as overload teaching assignments, and if available, these sections may be assigned to the full-time faculty member. These overload sections will be paid at the part-time faculty rate.

4.2.2 If a need arises for an area associate dean to request that a full-time faculty member teach an additional course in a given term, the area associate dean may approve compensating the full-time faculty member for this overload teaching assignment at the faculty member's full-time rate.

4.3 Workload Modifications or Concerns: Faculty with requests for modifications of their workload should address them first with their direct supervisor. Typical modifications to workload include those granted by parental teaching relief, contractual course

reductions for non-tenure-track faculty, grant-funded buyouts, and modifications to load related to administrative duties. The approval of the area associate dean will be required for any modifications to a faculty member's workload, except in the case of parental or medical leave.

Faculty members with concerns about a workload assignment should address them first with their direct supervisor and if still unresolved with their area associate dean. If a faculty member cannot resolve the concern with the area associate dean, they may appeal the assignment to the dean. If a faculty member continues to have unresolved concerns after the dean has made a determination on the appeal, they should consult the grievance process specified in the Faculty Handbook.

4.4 Course Workload Units: Workload units for courses correspond to the course credits specified in the academic catalog except that 3 credit doctoral level courses are allocated 4 workload credits.

4.5 Course Cancellation and Under Enrollment:

4.5.1 Course Cancellation. When a course is canceled at any time up through the add/drop period, the supervisor and/or area associate dean, in consultation with the faculty member, will identify an alternative teaching assignment in the current or a future term to ensure the faculty member has a complete base workload. If an alternative teaching assignment is not available, the area associate dean will identify non-teaching responsibilities to be assigned as part of the full-time faculty member's base workload to ensure the faculty member has a complete base workload for the fiscal year. The base compensation will not be reduced if additional work is not identified.

4.5.2 Low Enrolled Courses. When a course becomes a directed study due to low enrollment at any time up through the add/drop period, it will be moved out of the faculty member's base workload and an alternative teaching assignment will be identified to provide the faculty member with a complete base workload for the fiscal year. If an alternative teaching assignment is available, the faculty member may teach the directed study as overload and will be compensated at the full-time faculty member's rate for a directed study course. If an alternative teaching assignment is not available, the directed study will remain a full course in the faculty member's base workload.

CPS will review and ratify the workload policy every five years. This policy will be posted on the Office of the Provost website and the CPS SharePoint site and will be available to all faculty members. Any changes to the policy proposed on review must be approved by the college's faculty, the Dean, and the Provost.

Document Approved by Full-Time Non-Tenure Faculty: March 15, 2024

Document Approved by Dean: March 18, 2024

Document Sent to Office of Provost to be Included in Master List for All

Units:

March 19, 2024

Document Approved by Provost: April 4, 2024

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.

- ☐ Document is consistent with published College and University policies.
 - ☒ Document clearly reflects the goals/aspirations of the unit as these relate to workload.
 - ☒ Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
 - ☐ Document describes the different types of full-time positions in the unit.
 - ☒ Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
 - ☒ Document describes all unit policies related to workload for full time faculty.
 - ☒ Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
 - ☐ Document states how frequently the workload policy document will be reviewed.
 - ☒ Document indicates where and how the unit's current workload policy document can be found.
 - ☒ Document indicates where and how the workload assignments for each full-time faculty member can be found.
 - ☒ Document describes the process for faculty to address any concerns with their workload in the unit.
 - ☒ Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
 - ☒ Document indicates date of approval of the unit's dean.
 - ☒ 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:
- ☐ 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.
 - ☐ 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.