

DEPARTMENT OF CONSUMER STUDIES

FACULTY WORKLOAD POLICY

Approved by CNST faculty, December 11, 2003

The Department of Consumer Studies provides diverse curricula in a variety of instructional formats. The faculty is engaged in scholarly activity ranging from research to creative design, with methods that vary correspondingly. Faculty service activities are similarly diverse. All faculty on administered workloads must meet general University expectations. These expectations set forth in the Faculty Handbook include participation in and contributions to:

- Regularly scheduled instruction
- Advisement, mentoring and academic supervision of students
- Faculty governance and the development and effective conduct of the academic program, including participation in Department orientation and other official Department functions
- Other responsibilities expected of all faculty members, as set forth in Department and college bylaws, policies of the Faculty Senate, and policies of the University.

Faculty on non-administered workloads in the Department must meet general Department expectations. These include participation in and contributions to:

- Regularly scheduled instruction
- Advisement, mentoring and academic supervision of students
- Faculty governance and the development and effective conduct of the academic program as defined by Department bylaws.

To achieve the goals of the Department, each tenured and tenure-track faculty member with an administered workload is expected to contribute to teaching, scholarship and service activities. Expectations for non-tenured continuing faculty will be set forth in the letter of appointment and/or discussions with the Chair. Workloads are generated through proposals from faculty and the Chair, and are assigned by the Chair. The responsibility of the Chair is to ensure that the Department's total workload is distributed equitably and that the Department's resources are used effectively. An individual's workload shall provide opportunity to meet the criteria for promotion and satisfactory peer review.

The total workload for tenured and tenure track faculty is defined by the Collective Bargaining Agreement (CBA), which considers a 100 percent non-administered workload to be 12 credit-contact hours or 18 teaching contact hours per week per semester. However, since the most productive mix of teaching, scholarship and service will differ among faculty and over time, workloads generally are administered. In accordance with procedures specified in the CBA, the annual administered workload plans of faculty members shall consist of activities that take into account the preferences and aptitudes of the individual, as well as the teaching, scholarly and service needs of the unit. Accordingly, while teaching assignments will reflect faculty preference and expertise as much as possible, the chair is responsible for ensuring the needs of the Department are met. At the request of a faculty member or the Chair, changes in workload may be made throughout the year to reflect new circumstances. Non-administered workloads shall be consistent with the CBA in effect.

I. Typical administered workloads for tenured and tenure-track faculty include:

A. 2-3 course and/or section load during the regular semesters of the academic year. Teaching 6-8 credit-contact hours per week in one semester and 9-10 credit-contact hours per week in the other semester of the academic year, and active engagement in undergraduate advisement. Credit-contact hours for instructional activities are defined in the CBA¹. The faculty member may choose either credit-contact or teaching contact hours in determining teaching workload proportions. Teaching and advisement activities typically constitute 65% of faculty workload per week per semester for the academic year.

B. An active program of scholarship. Original research and creative work, its publication or presentation in such venues as scholarly journals, professional conferences and juried exhibitions, as well as other intellectual work that generates disciplinary knowledge and can be evaluated by peers is a significant component of faculty workload. Each faculty member is expected to engage in scholarship that leads to peer-reviewed publication and/or juried exhibition on a regular basis. Such scholarship typically constitutes 25% of a faculty member's workload per semester for the academic year.

Faculty on 9-month academic appointments may request that performance in a summer program of sponsored or unsponsored scholarship be included as part of the faculty workload and thus be included in the annual faculty evaluation. The request must follow all procedures delineated in the Faculty Handbook. When it has been an agreed part of the faculty member's annual workload plan, the summer program of scholarship must be considered in computing the overall percentage of faculty effort in teaching, scholarship and service for the year, with a weighting appropriate to the agreed duration of the summer program.

C. Active engagement in service activities for the Department, College, University, the profession or the public. Each member of the faculty is expected to serve in ways best suited to the faculty member's talents and the needs of the various units. Generally this constitutes 10% of a faculty member's workload per semester for the academic year.

II. Typical workloads for non-tenured continuing faculty:

A. Clinical and public service faculty members have workload responsibilities specified in his/her letter of appointment and/or in discussions between the faculty and the Chair. The typical workload of clinical faculty on a 9-month contract will consist of teaching 9 credit-contact hours per week a semester with advisement responsibilities, which will constitute 80% of workload, along with 10% scholarship and 10% service. The typical workload of public service faculty on a 9 month contract will consist of 25% teaching, 20% scholarship and 55% service.

B. Instructional faculty have workload responsibilities comprised entirely of teaching and teaching related activities which includes student advisement. Typically, instructional faculty will be assigned by the Chair to teach 12 credit-contact hours per week per regular semester

¹ The CBA of July 1, 2002-June 30, 2005 states that each hour spent in scheduled classroom teaching counts as 1 credit-contact hour. Each hour spent in scheduled laboratory, field or clinical instruction and individual instruction counts as 1/2 credit-contact hour. Scheduled individual special problems and theses count as 1 credit-contact hour, and dissertations count as 2-credit contact hours. For individual instruction, individual special problems, theses and dissertations, the faculty only receive credit in the semester that the student completes the project or special problem and defends his/her thesis or dissertation. Thirty full-time undergraduate advisees are equivalent to 1/2 credit-contact hour. Each hour spent in scheduled individual laboratory, field, studio or clinical instruction which requires the constant attendance of the faculty member for the entire scheduled hours of instruction, and which does not involve the participation of teaching assistants, counts as one teaching contact hour per week (Article 11.9, footnote 3).

of the academic year. Expectations for scholarship and/or service outside of the general Department expectations for faculty on non-administered workloads would require a reduction in teaching or extra compensation.

III. Variations in usual workloads:

- A. Administered workloads are not automatic, but must accord with the actual contributions of the faculty members who are assigned such workloads. Thus, workload assignments to support research and scholarship must, over time, be reflected in research and scholarly productivity commensurate with the workload responsibility.

If over time, usually 2-3 years, a faculty member's scholarship, teaching or service productivity falls below or exceeds expectations delineated in the workload agreement, adjustments (i.e. additions or reductions in workload proportions) in that faculty member's scholarship, teaching or service responsibilities may be made by the Chair.

- B. Course reductions may be made for faculty who:

- Have special administrative assignments or other leadership responsibilities defined in her/his contract or through the workload planning .
- Have a substantial portion of their salary released through grants, contracts or other sources of external funding, as governed by the CHEP buy-out policy (see CHEP web site).
- Have time limited assignments with course release funds from non-Department sources, as governed by the CHEP buy-out policy.
- Are newly appointed at the tenure-track Assistant Professor level or below .
- Have administered workloads in order to engage in service activities that significantly advance the Department's mission .

- C. Within the limits specified in the CBA, a tenured or non-tenure track faculty member may, with approval of the Chair, voluntarily elect an increased teaching load with correspondingly decreased expectations regarding other portions of the workload.

- D. If a teaching assignment results in an overload, extra compensation will be awarded at the prevailing rate. Overload may not be assigned without the consent of the individual.

- E. Within the limits specified in the CBA, a faculty member may be assigned a temporarily increased teaching load to ensure that students can meet curriculum requirements in a timely manner, with correspondingly decreased expectations regarding other portions of the workload. It is expected that during the period of time requiring increased teaching, the assignment of an increased teaching load will rotate among appropriate faculty.

IV. Other workload considerations:

- A. The Department Chair and faculty member will develop in writing a workload plan for each semester at least two months prior to the beginning of the semester. The Department Chair will notify affected faculty within one week of receiving pre-registration data if any changes in teaching assignments or enrollment limits are necessary.

- B. A faculty member may elect to supervise independent studies or theses. These activities may or may not be included as part of the assigned workload. If these are not part of the assigned workload, these activities will not be evaluated as part of the faculty appraisal process, as there must be consistency among the assigned workload, the annual evaluation, and the merit policy. If these activities are part of the assigned workload, the faculty member only receives

credit in the semester that the student completes the project or special problem and/or defends his/her thesis or dissertation (CBA, Article 11.9, footnote 3).

- C. Since faculty receive extra compensation for teaching in Winter and Summer Sessions, workload definitions exclude those periods. As there must be consistency among the assigned workload, the annual evaluation, and the merit policy these courses are not included in faculty appraisals.
 - D. Student curriculum requirements take priority in faculty workload decisions.
 - E. All faculty are expected to hold regularly scheduled office hours.
 - F. Faculty will be on campus as required by their workload.
 - G. Faculty with extended appointments will have workloads that include activities over the full range of the appointment. The length of time defined by the extended appointment must be considered in computing the overall percentage of faculty effort in teaching, scholarship and service. Tenure or tenure-track faculty who are on 9&2 appointments have typical workloads consisting of 53% teaching, 39% scholarship and 8% service. Tenure or tenure-track faculty who are on 9&1 appointments have typical workloads consisting of 57% teaching, 34% scholarship and 9% service.
- V. Procedures for merit increases:
- The Chair of the Department will provide a written description of the procedures for determination of merit pay within the Department. Merit salary increases are to be based on individual productivity and determined during the course of the annual faculty appraisal procedure. Faculty on an approved sabbatical or other approved University leave program, who submit materials for evaluation during the appraisal process, will receive merit consideration.
- VI. Revision of Department Workload Policy:
- A. This workload policy will be reassessed every three years or when requested by the Chair or by a majority of the faculty.
 - B. A change in the CBA may require modification of this policy.
 - C. Modifications must be approved by the faculty, the chair, the Dean, AAUP and the Provost.