

## **DEPARTMENT OF ACCOUNTING AND MIS**

### **WORKLOAD AGREEMENT**

#### **PREAMBLE**

The spirit of this workload agreement is to provide guidelines for appropriate workload for all full-time faculty members in the Department of Accounting and MIS. While the workload activities are generally consistent with the Department's Promotion and Tenure Criteria, we recognize that promotion and tenure is a separate issue not addressed by the workload agreement.

#### **WORKLOAD GUIDELINES**

1. The faculty workload of 100% is defined to be 12 credit-contact hours or 18 teaching contact hours per week in one of the College's degree programs as stipulated by the Collective Bargaining Agreement dated 15 April 2002, and shall remain in force unless altered by subsequent agreements. As described below, faculty members, in consultation and with the approval of the department chair, may elect a workload during the annual appraisal and planning process that assigns weight to other areas through a reduction of the number of contact hours. Any increase or reduction in the weight assigned to regularly scheduled classroom teaching is directly and linearly proportional to the typical teaching workload (e.g. 6 credit-contact hours per week per semester constitutes a teaching workload of 50%). The weights assigned to teaching activities other than regularly scheduled classroom teaching will vary with the values assigned to those activities as stipulated in the Collective Bargaining Agreement, ARTICLE XI, Section 11.9, Footnote [3].
2. Regardless of the percentage of workload assigned to any area, faculty members are expected to perform normal service activities, except when on approved leave. Attendance at department meetings, attendance at admissions and recruiting events, and participation in commencement and honors day are part of the general expectations of all faculty and do not carry any service workload credit. Membership on ad-hoc and standing committees of the department, college and university do normally count in the service component of the workload.
3. Research and publication is a significant part of each faculty member's total contribution as a member of the academic community. Thus, tenure-track faculty members usually allocate a percentage of their workload to research. Activities that qualify for research are specified in the Department Promotion and Tenure Procedures and Criteria document. In addition, non-tenured, tenure-track faculty members are to be assigned a workload consistent with the criteria established in the department's promotion and tenure document.

4. The typical administered workload for the tenure track faculty (tenured and untenured) is 50% Teaching, 45 to 40 % Research and 5 to 10 % service. The typical workload for the non-tenure track faculty is 100 % teaching (12 credit-contact hours or 18 teaching contact hours per week per semester per academic year). Non-tenure track faculty may also be assigned a workload of less than 100 % teaching for service and research or scholarly activities. Variations around the typical workload can show more effort assigned to teaching, research or service. Ultimate authority for assigning workload lies with the chair, after review with each faculty member. Some examples of workload variation are:

*Faculty member A is tenured with an active and productive research record, her workload is 50% teaching, 40% research, and 10% service; Faculty member B is untenured and is on a tenure track line, his workload is 50% teaching, 45% research, and 5% service; Faculty member C is tenured and is not emphasizing research, his workload is 75% teaching, 5% research, and 20% service; Faculty member D is non-tenure track with a major service component, her workload is 75% teaching, and 25% service.*

5. Faculty members, in consultation and with the approval of the Department Chair, may elect to depart from the percentages listed in (4) for a typical faculty workload and assign weight for extraordinary service activities. Extraordinary service includes, but is not limited to: membership and/or chairmanship of ad-hoc committees beyond normal expectations, chairmanship of professional service organizations or programs, editorial positions, and officer positions in national organizations. The faculty member and chairperson must agree in writing to extraordinary service assignments not specifically included in this workload policy.
6. A faculty member on an administered workload to do research must remain productively engaged in research, as evidenced by scholarly output consistent with the expectations for promotion. Failure to maintain such productivity will result in a workload assignment with a greater emphasis on teaching and/or service.
7. A faculty member may choose to request that summer research time count as part of their annual workload, resulting in a higher weight placed on research than the percentage listed in (4). This must be arranged in advance during the annual planning process. The annual workload distribution for a faculty member on a typical workload would change as a result. For example, a faculty member on a 9-month academic year appointment may have a workload distribution of 50% teaching, 40% research/scholarship, and 10% service. If the faculty member's request for a 2-month summer research program is approved and included in the workload plan, the revised workload distribution for

- purposes of evaluation would be 41% teaching, 51% research/scholarship, and 8% service.
8. Overload teaching, winter or summer session teaching, and compensated service (e.g., program director, area head, etc.) are not part of the faculty member's workload.
  9. The Chair may assign an administered load that recognizes unusual contributions to the department. The appropriate assignment and weights will be determined during the annual planning process by consultation between the chair and the faculty member.
  10. The workload percentage for faculty on sabbatical or other leave will be proportional to the justification used to obtain the sabbatical leave. Performance will be reviewed relative to the proportions established in justification of the leave.
  11. Obtaining funding from outside the Department for sponsored activities, which is used to buy out teaching workload, will be at a rate agreed to by the Chairperson and Dean as dictated by College Buyout Policy in effect at that time. Workload will be assigned to teaching, research, and service consistent with the intention of the funding source.
  12. During the annual evaluation process, the Department Chair will evaluate the faculty member's performance in the evaluation period for teaching, research, and service. The Department Promotion and Tenure Procedures and Criteria document provides the criteria for qualitative judgments by the Chair with respect to ascertaining whether expectations of the planning process are met. The weights agreed upon by the faculty member and the Department Chair in the appropriate planning period documents will be used in the determination of merit pay recommendations in accordance with the merit pay metric approved by vote of the department faculty.
  13. This document can be modified by the majority vote of the faculty in accordance with voting provisions of the Department Bylaws, subject to approval by the Dean, the AAUP and the Provost.
  14. Date of adoption: May 2002. Revised September 2003.