

WORKLOAD AGREEMENT
DEPARTMENT OF COMMUNICATION
April 14, 2004

I. General Statement

A. The Department's workload policy has the following goals:

1. To offer a range of required and elective courses each year that allows undergraduate Communication majors to complete their course of study in a timely fashion (and with some breadth of additional study).
2. To offer graduate courses in a sequence that allows full-time graduate students to complete coursework in a timely fashion.
3. To fulfill service course obligations to the College of Arts and Sciences and the University.
4. To provide faculty time for research and professional development.
5. To offer faculty time to contribute service to the University, College, Department, the discipline, and the community.

B. Although members of the faculty are normally required to teach only during the spring and fall semesters, responsibilities of faculty members in regards to reading, study, and research continue at other times during the year, in accordance with Section III.A.1 of the Faculty Handbook.

C. The typical workload for tenured and tenure-track faculty is 5 three-credit contact hours per week courses per year (62.5% teaching), 27.5% research, and 10% service. The typical workload for continuing non-tenure track faculty is 8 three-credit contact hours per week courses per year (100%) teaching.

II. Teaching (62.5% of typical workload for tenured and tenure-track faculty, and 100% of typical workload for continuing non-tenure-track faculty, assuming a nine-month appointment)

A. The typical administered teaching load for tenured and tenure-track faculty in the Department of Communication is 5 three-credit contact-hour courses per year.

B. The typical teaching load for continuing non-tenure-track faculty in the Department of Communication is 8 three-credit contact-hour courses per year.

C. Each faculty member is also expected to advise students and keep a minimum of three office hours per week for this purpose. Each faculty member is also expected to undertake such other teaching-related activities as are normally expected of a faculty member, such as participation in curriculum planning, student recruiting, safety training, etc.

D. Other teaching activities are included in the determination of the teaching workload as specified in Article 11, Section 9, Footnote 3 of the July 1, 2002 Collective Bargaining Agreement.

- E. At the beginning of the semester the Department Chair will determine the specific courses and number of sections that must be taught in the next semester to accommodate the needs of the Department. The Chair will consult about this plan with the faculty, especially indicating any potential enrollment pressures or problems. The Chair will then develop individual workload assignments with each faculty member.
- F. When the Chair delegates substantial administrative responsibilities to a faculty member, e.g., Director of Graduate Studies, Director of Undergraduate Studies, Director of Internships, Director of Oral Communication Courses, PRSSA Advisor, etc., every attempt will be made to adjust teaching responsibilities or provide alternative considerations.
- G. If, in any semester, the teaching goals of the Department have been met, the Chair should consider the opportunity to advance research and service goals. In these circumstances, the Chair may distribute additional course reductions among the faculty in accordance with Section 11.10 of the Collective Bargaining Agreement. The type of activities that might be considered for course reductions could include, but are not limited to:
 - 1. Newly appointed faculty beginning their first faculty appointment.
 - 2. Substantial scholarly activity (e.g., writing grant proposals, writing a scholarly book, pursuing a new direction in one(s) program of research, etc.).
 - 3. A unique opportunity for service (i.e., service which would bring obvious and special benefit and/or prestige to the Department or the University) requiring a commitment of time and energy that is significantly larger than 10% of their total effort. Examples might include, but not necessarily be limited to, Faculty Senate President, president of a professional association, and editor of an academic journal.
- H. The Chair retains the flexibility to average workloads over semesters or years. This most likely will occur when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave, to account for co- or team-taught courses, or to take into consideration courses whose time requirements are substantially more or less than the 3 credit-contact hour standard. In no case will the Chair assign a workload that exceeds the limitations specified under Sections II A, and II B of this Workload Agreement without the informed written consent of the faculty member. If a teaching assignment results in an overload, extra compensation will be given at the prevailing rate.
- J. When any faculty member is unable to perform portions of the work that has been assigned during the annual planning process, the Chair will consult with the faculty member before reassignment to appropriate alternative work to ensure that the faculty member meets her or his full obligation to the Department. Such reassignment may occur, for instance, when a scheduled course fails to enroll a sufficient number of students.
- K. The Chair may assign one or more additional courses (i.e., courses beyond the typical 5 courses per year) or additional service assignments to tenured faculty members whose research productivity has been low.

- L. Evidence of low research productivity would usually include little or no published research and/or a lack of meaningful evidence of work in progress and would be reflected in annual research evaluations in the Faculty Appraisal and Planning Form at three or lower for three consecutive years. Activities that qualify as research are specified in the Department Promotion and Tenure document. Acknowledgment will be given for demonstrated progress on long-term projects (e.g., substantial data collection and analysis, ongoing book manuscript, significant external grant application). In such an instance, the faculty member may request a review of her/his research quality and productivity and the chair will appoint an ad hoc committee for that purpose. The composition of the review committee by the chair and its recommendation will be advisory. Alternatively, the chair may appoint such a committee, in the absence of any request from the faculty member. In all cases, the faculty member will have the opportunity to submit any evidence deemed appropriate to the committee's task. The recommendation(s) of the ad hoc committee are advisory; the chair has final responsibility for any change in a faculty member's workload.
- M. A tenured faculty member may ask to emphasize teaching and de-emphasize research in his or her workload and thereby ask to teach one or more additional courses during the year beyond the standard assigned workload. If the Chair accepts this proposal, the faculty member will be assigned additional courses and will have his or her teaching workload percentage increased accordingly.

III. Service (10% of typical effort for tenured and tenure-track faculty; 0% for continuing non-tenure-track faculty).

Beyond the expectations of all tenure-track and non-tenure-track faculty listed in the faculty handbook, all faculty in the Department of Communication are expected to maintain and enhance the welfare of the Department, College, and University through their service on various committees, task forces, legislative bodies, professional and community activities, and the like.

IV. Research and scholarly activity (27.5% of typical effort for tenured and tenure-track faculty, assuming a nine-month appointment)

- A. The Department of Communication perceives itself and wishes to be perceived by others as a scholarly Department. Accordingly, the production of original scholarship and its publication or presentation in scholarly journals, monographs, and books and through professional presentations is a significant component of faculty workload. Each tenured or tenure-track faculty member is expected to maintain an active and ongoing program of research. Toward that end, every effort will be made by the Department and the Department Chair to provide ample time for this activity. Stated differently, it is assumed that whatever proportion of a faculty member(s) total effort is not devoted to teaching and service will be used to further their research and scholarship.

- B. Summer Research Programs: The normal proportion of time allotted to research, teaching, and service is determined in accordance with the stipulations in Section 3, F, 4 of the Faculty Handbook. It is predicated on the assumption of a nine-month academic year appointment. However, any faculty member can request to the Chair that performance in a summer program of research and scholarship be included in the annual faculty evaluation. The request must be made on an annual basis during the workload planning process and documented as part of the faculty member(s) workload plan for the subsequent year. This summer program of research and scholarship will be considered in computing the overall distribution of faculty effort in teaching, research, and service for the year, with a weighting appropriate to the agreed duration of the summer program up to three months.
- V. Leaves of Absence
The Department will subscribe to the policies on leaves of absence as outlined in the Faculty Handbook. The Department will be particularly sensitive and flexible in terms of maternity, paternity, and/or family leave, and subscribes to the stipulations in Article 9, Section 13 of the July 1, 2002 Collective Bargaining Agreement.
- VI. Sabbatical Leave
Workload during sabbatical leaves will be based on the faculty member(s) approved sabbatical proposal.
- VII. New Faculty.
The workload policy will be provided to prospective new faculty members when an offer of employment is made.
- VIII. Modifications of Workload Policy
Any modification of this workload policy must be approved by a majority of the faculty in accord with the department bylaws, by the Dean, by the AAUP, and by the Provost.