

EXECUTIVE GUIDELINE XX INSTRUCTIONAL WORKLOAD

The purpose of Executive Guideline xx is to set forth operational principles and an implementation process to achieve the instructional goals stated in 310.080 REGULAR FACULTY WORKLOAD POLICY.

- A. In consultation with the faculty member, the department chair or unit director, with the approval of the Dean will determine faculty assignments and distribution of effort across teaching, research and service for each regular faculty member. The department chair should determine the distribution of faculty effort so as to best deploy the talents of the collective faculty to attain the instructional, research and scholarship, service, and clinical objectives of the academic unit. The distribution of effort for tenure-track faculty members during their probationary period should be commensurate with the departmental, college, and campus standards for tenure and promotion. The annual compilation of activities in relation to the distribution of effort will provide the basis for the annual review of a faculty member.
- B. The department chair in consultation with the Dean will be set the number of section credits or student credit hours per academic year (i.e., Fall and Spring semesters) associated with a regular distribution of overall faculty effort in accordance with the instructional obligations of the academic unit. An individual faculty member in the academic unit whose overall effort emphasize research and scholarship or service may teach less than the number of section credits or student credit hours assigned another faculty member with a regular distribution of effort. Faculty with an instructional emphasis in the academic unit will teach more section credits or a higher number of student credit hours.
- C. The chief academic officer of the campus in consultation with the Deans and unit directors will annually set the average instructional workload for the colleges and schools. The average instructional workload will be expressed in the number of section credits, student credit hours, or some combination thereof, per regular faculty member per academic year depending on the nature of the instructional demands for the college or school. Excluding instruction that is considered extra compensation, all forms of instruction, including off-campus, off-schedule, and independent study courses, should be included in the calculation of instructional productivity. With the approval of the chief academic officer of the campus, the Dean will determine the instructional workload for a faculty member with administrative duties. Professional schools in consultation with the chief academic officer should set instructional benchmarks depending on the currency used to monitor clinical instruction and clinical supervision.
- D. No regular faculty member can be assigned fewer than 12 section credits and less than 180 student credit hours per academic year without being issued an instructional waiver, which requires the approval of the appropriate Dean or unit director. Examples of reasons to grant an instructional waiver would include the additional obligations incurred by a faculty member through a funded project, a research or developmental leave, the assignment of special duties that would constitute 50% or more effort, the advisement of a large number of doctoral and master's students, or appropriate personal or medical reasons.
- E. Statistical reports on instructional productivity of regular faculty will be compiled on an annual basis for each college and school. The report will include the number of instructional waivers issued and an analysis of the rationale provided for granting the waiver during the academic year. The reports on faculty instructional productivity will be shared with the Chancellor and the President.