A. Each academic unit will operate based on a workload model that has been approved by the chief academic officer of the campus. The workload model must be consistent with the purpose of the unit and developed in accord with the expectation that regular faculty work full-time in the functions of teaching, research, and service. The workload model must specify the types of assignments and the distribution of the percent of effort in each function.

B. The chief academic officer will establish a regular process for soliciting, evaluating, approving, and reevaluating workload models. Models will be evaluated based on (1) the purpose of the unit, (2) the general expectations for full-time faculty work in research, teaching and service, (3) the consistency between the unit’s purpose and the percentage of effort distribution across the three realms of faculty work, and (4) the University’s goal of an average instructional responsibility of 9 credits for full-time regular faculty. The chief academic officer will confer regularly with the Deans and unit directors concerning implementation of workload models relative to faculty roles such as clinical instruction, clinical duties, and administration. The chief academic officer will ensure that (1) workload models are reevaluated as part of the five-year program review and (2) workload data are aggregated in a manner that will enable comparison of data across the System.

C. Considering the University’s goal of an average instructional responsibility of 9 credits, the chief academic officer will establish an average instructional workload based on section credits, student credit hours, or both. With that average in mind and based upon the unit’s workload model, the department chair will consult with the faculty and the dean to establish an average faculty workload per academic year (including summer, if applicable) in (a) research, (b) service, and (c) instruction (based on section credits or student credit hours).

D. The assigned teaching load for individual faculty should be (a) consistent with the unit’s workload model; (b) consistent with the University’s goal for average instructional responsibility; and (c) commensurate with research productivity, time devoted to individual instruction and advising, assignment of administrative duties, service assignments, and sabbaticals or faculty development leaves. Because of circumstances such as course cancellations, the department chair will modify teaching assignments; therefore, the actual teaching load of individual faculty will be calculated after any such modifications have been made. In calculating section credits or student credit hours, all forms of instruction will be included (such as off-campus, off-schedule, research supervision, and independent study), although instruction for extra compensation will be excluded. Individual faculty effort in research and service will be calculated according to measures approved by the unit. Furthermore, the distribution of effort for tenure-track faculty during the probationary period should be commensurate with departmental, college, and campus standards for promotion and tenure.

E. Each faculty member will submit an annual report of activities to the department chair or division head, including the distribution of effort relative to the unit’s workload model. If a faculty member was assigned substantially less than the unit average for either section credits or student credit hours, the department chair must document the rationale in the annual workload report. The department chair or division head will submit an annual report to the unit director or dean, addressing the aggregate contribution of faculty members to all facets of the unit’s workload model, including research productivity, the average instructional workload, instructional productivity, and service productivity. The unit director or dean will submit an annual report to the chief academic officer, providing a detailed assessment of outcomes relative to each unit’s workload model. The unit director or dean is responsible for monitoring each unit’s outcomes and working with the department chair to adjust mismatches between the unit model and outcomes.

F. The office of the Academic Vice President of the University of Missouri System will request annual faculty workload reports from the campuses. The office of the Academic Vice President will report academic unit workload data to the Board of Curators annually, using an effective reporting mechanism.