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## College of Arts and Sciences Faculty Workload Policy

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**Version:** 1.0

**Responsible Official:** CAS Dean

**Effective Date:** January 1, 2022 (pending provost approval)

### 1.0 Introduction

Faculty in the College of Arts and Sciences contribute in significant ways to the mission of the university through teaching, research and/or creative endeavor, and service. The purpose of this workload policy is to ensure that faculty are fairly recognized for the many kinds of work they do and to provide clarity, transparency, and accountability regarding faculty work expectations. Clear workload expectations promote equity by recognizing the diversity of forms that faculty contributions take and protecting faculty from unreasonable or unfair demands.

The College of Arts and Sciences workload policy provides broad guidelines for faculty workload in the College, consistent with the [University workload policy](#). Underlying this policy is the understanding that the different types of work faculty perform make important contributions to a department's mission and goals. This policy includes an outline of the minimum expectations and/or range of expectations for faculty work in each category along with relevant College-level processes. Additionally, each Department in the College will have a Department workload policy that follows the expectations outlined in the University and College workload policies and provides more specific information on how workload units are assigned.

### 2.0 Scope

This policy applies to all faculty assigned to the College of Arts and Sciences.

### 3.0 Faculty Workload Expectations

In accordance with University policy, each faculty member on a 9-month contract will be assigned 24 workload units each academic year distributed across the areas of teaching, research/creative endeavor, service, and/or administration. The distribution of workload units for a faculty member will be determined by the Department Chair in consultation with the faculty member and be assigned in a manner that is consistent with University, College, and Departmental workload policies and the faculty manual. Workload units for each area do not have to be assigned in whole number increments. Faculty assigned a 12-month contract will be assigned 32 workload units each academic year. The distribution of workload units for Department Chairs will be determined by the Dean.

### **3.1 Teaching**

In the College of Arts and Sciences, tenure-track faculty typically have a minimum expectation of 12 workload units assigned to teaching in a given academic year. Non-tenure track faculty typically have 21 workload units assigned to teaching in a given academic year. Exceptions must be outlined in Department policy or approved by the Dean. Teaching workload for each individual faculty member will be determined by the particular balance of teaching, research/creative endeavor, service, and/or administration in the faculty member's workload expectations each academic year.

In general, one credit-hour of classroom instruction equates to one workload unit. Dual-listed and cross-listed courses are considered a single course. As noted in section 4.0 of the University workload policy, the workload unit credited to a specific type of course may be modified, based upon discipline-specific calibrations outlined in an approved Department workload policy. One credit hour of teaching may require more or less faculty time/effort for a variety of reasons, including (but not limited to) the following:

- course enrollments
- course level (e.g., undergraduate, graduate, professional)
- course type (lecture, seminar, laboratory, art studio, internship/clinical supervision, etc.)
- course modality
- the nature of student work and associated assessment and grading (major essays vs. multiple-choice exams, etc.)
- appropriate disciplinary pedagogy
- disciplinary accreditation and/or professional association standards

Section 4.0 in the university workload policy outlines responsibilities related to teaching. This includes thesis and dissertation supervision as well as monitoring and evaluation of performance of students enrolled in internships, practica, research labs, and various forms of clinical experiences and experiential learning. Depending upon the work involved, independent studies may count as a part of teaching workload, with approval from the department chair. Department workload policies must outline how workload units are calculated for these teaching responsibilities and how these non-standard teaching assignments are tracked.

A maximum of 12 workload units assigned to classroom teaching per academic year will be expected of pre-tenure tenure-track faculty during their probationary period.

### **3.2 Research and Creative Endeavor**

In the College of Arts and Sciences, faculty will have a research and/or creative endeavor workload expectation that typically ranges from 0 to 12 workload units. Exceptions must be outlined in Department policy or approved by the Dean. A faculty member's research and/or creative endeavor workload expectation will be determined by the Chair based on the expectations of their position as tenure-track or non-tenure-track faculty, their past research and/or creative endeavor productivity, and consideration of their work in progress. Since achievements in this area vary so much by discipline, each Department workload policy will provide guidelines for evaluating productivity in research and/or creative endeavor.

### 3.3 Service

As outlined with more detail in Section 4.0 of the University workload policy, service assignments can encompass

- service to the University, through participation in shared governance or the operation of SLU academic programs, departments, colleges/schools, or the University as a whole;
- professional service, through contributions to a professional/disciplinary association, publisher, or an equivalent higher education organization or formally organized scholarly community at a local, regional, national, or international level;
- public service to the local/regional communities that SLU serves, through service efforts explicitly on behalf of SLU and/or for the purpose of advancing specific SLU community outreach commitments. Community service can be an integral part of a faculty member's research agenda and part of workload in Research and Creative Endeavor rather than Service.

In the College of Arts and Sciences, faculty will typically have a service workload expectation that ranges from 1 to 4 workload units. Exceptions to this would be faculty who take on significant service obligations to the University, the profession, or the community. Although the balance of teaching, research/creative endeavor, and service will vary from week to week, one workload unit of service would be consistent with an average of 1.7 hours spent on service in a work week.

### 3.4 Administration

In the College of Arts and Sciences, some faculty have contracted administrative roles that result in workload expectations tied to administrative responsibilities. These administrative roles include those of Department Chair, Associate Chair, Graduate and Undergraduate Program Coordinators, and some Program Directors. The workload units assigned to each role will vary depending upon the size and complexity of the department or program and the nature of the administrative assignment. The workload assigned to these roles will be outlined in departmental policies. In situations where a faculty member's primary work assignment is in the Department but they hold an administrative role outside the Department, workload units for administrative assignments will be adjusted by the Department Chair in the workload plan and approved by the Dean.

## 4.0 Faculty Workload Processes

This college workload policy, in conjunction with department workload policies, facilitates intentional decision making regarding the balance of faculty work expectations across teaching, research/creative endeavor, and service. Effective implementation should provide both clarity and flexibility regarding the structure of work for each faculty member, recognize and value diverse forms of faculty work, and promote the equitable distribution of work across faculty. This requires development of department policies and a clear process for annual workload review and assignment for each faculty member.

#### **4.1 Development and Modification of Department Faculty Workload Policies**

To ensure equity and fairness in workload expectations across faculty, departments need to develop clear workload policies consistent with university and college-level policies. These policies will be reviewed by a college-level faculty workload policy committee, considering policies in relationship to one another to ensure that policies across units are equitable while also allowing for flexibility and adjustments based on disciplinary expectations. This committee will make recommendations and the Dean will review and approve department policies before they are submitted to the Provost's Office.

#### **4.2 Annual Workload Expectations for Individual Faculty Members**

The distribution of workload units for tenure-track and non-tenure-track faculty for each academic year will be determined annually by Department Chairs after consultation with the faculty member and taking into consideration the needs of the Department, existing commitments, and the strengths and goals of the individual faculty member. Ultimately workload is assigned by the Department Chair and approved by the Dean in conjunction with discipline-specific calibrations outlined in Department workload policies. Individual faculty workload expectations can be recalibrated each year, taking into consideration teaching, research/creative endeavor, and service activities over the last three years and plans for teaching, research/creative endeavor, and service in the upcoming academic year. As described in Section 5.6 of the University workload policy, workload expectations can potentially be modified mid-cycle with approval of the Dean.

Each Department Chair will have an annual meeting with individual faculty to discuss their past work activities and future plans. The Department Chair will record the workload expectations for the next academic year on the Individual Faculty Annual Workload Assignment template found in the University workload policy. This document will be shared with each faculty member, signed by them to acknowledge receipt, and then passed on to the Dean's office for approval. Faculty members who disagree with their workload expectations can submit a written appeal to the Dean's office. Appeals will follow a college process that includes review by an ad hoc faculty committee that makes a recommendation to the Dean, who makes the final decision.

Consistent with Section 11.0 of the University workload policy regarding Accountability for Administrative Oversight of Faculty Workload, Department Chairs and Deans will be reviewed annually by those persons to whom they report regarding the implementation of and compliance with all aspects of relevant faculty workload policies, including equity.

Workload expectations and annual evaluation processes should be closely integrated. Departmental and college faculty evaluation processes should recognize the value of all elements of faculty work. In order to reward excellence in all areas of work, the merit review process should weight evaluations of faculty work according to the proportion of their workload assigned to teaching, research/creative endeavor, service, or administration.

## 6.0 Approvals

This policy was:

1. Approved