



Faculty Workload Guidelines College of Health and Human Services

Guiding Principles:

- Fulltime Faculty Workload for 9 months = 12 Workload Units (WU)/semester.
- Unit administrators will have flexibility in their ability to create faculty workload assignments that are fair and equitable, meet the needs of individual faculty members in order to achieve their annual performance goals, and address the needs of the academic unit.
- With obvious exceptions (clinical responsibility or distance education) full time faculty members have a responsibility to be on campus in order to meet with students, teach their classes, perform academic unit and college citizenship duties, and participate in collegial activities (unit meetings and retreats) regarding unit planning, teaching, scholarship, and/or faculty practice.
- No faculty member will have more than 12 WUs assigned in any semester. The yearly workload should be consistent with individual performance expectations.
- All full time faculty members are expected to be good citizens of their academic units and the College and to participate in the committee governance structure of both. *This work is not partitioned out in the workload formula.* It is an expectation of full time faculty appointments in the College.
- Assignments can be negotiated between a faculty member and his/her unit administrator for extraordinary service, such as chairing a major committee in the academic unit, college, or university that requires excessive time and responsibility.
- Yearly assignments are made in the Spring of each year following a formal faculty performance evaluation and reflect: (1) the needs of the unit and in agreement with the individual faculty member, (2) the type of faculty appointment in the College, and (3) the professional goals and needs of the individual faculty member established on the annual performance evaluation.
- A liberal “buy out” formula is intended to support the expansion of faculty research activities in CHHS. Through **June, 2011**, a faculty member may “buy out” of a course for every 15% salary support he/she obtains on an

extramural funded project. The “buy out” formula will be reassessed at least every two years and will likely increase over time.

Workload Expectations by Type of Appointment:

- **Tenure Track Faculty Hired on or After August, 2005:** Excellence in Research = 50% teaching (6 WU); 50% scholarship and service (6WU) with no more than 2 WU for defined service/faculty practice.
- **Faculty Tenured in or before May, 2008** may negotiate a teaching or scholarship assignment as follows:
 - 100% teaching (12 WU)
 - 75% teaching (9WU) and 25% defined service/faculty practice (3WU)
 - 50% teaching (6WU) and 50% scholarship and service with no more than 2 WU for defined service/faculty practice unless service in any given year is considered extraordinary committee leadership, national or international level of professional influence and leadership. (Annual performance of satisfactory levels of scholarly productivity apply in order to retain this assignment from year to year.)
- **Faculty Tenured After May, 2008** are expected to maintain an active program of scholarship = 50% teaching (6WU) and 50% scholarship and service with no more than 2 WU for defined service/professional practice unless service in any given year is considered extraordinary committee leadership, national or international level of professional influence and leadership. (Other exceptions in any one year may apply with prior planning and approval of the academic unit administrator and the Dean.)
- **Term Faculty** = 100% teaching (12 WU) with special assignment, service, or faculty practice to be individually negotiated with the Dean and/or unit administrator.
- **Research Faculty** are hired by the University with funds generated by extramural grants and contracts. Teaching and other College assignments can be negotiated on an individual basis so long as they do not compromise the funded activities and responsibilities of the individual.

Recommended Credit Formula for CHHS

Undergraduate or graduate didactic class	1 credit = 1WU
Undergraduate clinical with direct supervision	1 contact hour = 0.45 WU
Undergraduate clinical with preceptor	1 contact hour = 0.4 WU
Graduate clinical placement with preceptor	0.1 WU/student X course credit
Clinical or course coordinator	1 WU
Campus lab	1 credit = 1 WU
Large course (>60 students)	1 WU
Doctoral dissertation chair	0.5 WU/student/year (each student can be counted for maximum of one year)
Member dissertation committee	Individually negotiated based on level of responsibility & performance
Chair Independent Study	1 credit = 0.1 WU
Dissertation Work	Release time to be negotiated with academic unit administrator with approval from the Dean (maximum of 2 semesters)
Administrative Assignment	WU determined by Dean
Special Assignment	WU determined by Dean and/or unit administrator

Note: Small increments of WU credit may be “banked” until sufficient credit is accumulated to receive course release payback. This release time is to be negotiated with the unit administrator, who will take the needs of the academic unit into consideration before approving a payback plan.

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