Motion re Faculty Workload Policy

Referred by the Resource Allocation Committee

Motion:

The Faculty Senate recommends the adoption of the following changes and additions to Sections 2.2, 2.3, 2.4, and 2.5 of the T & R Handbook.

2.2 Assignment of Faculty Responsibilities

The assignment of faculty responsibilities for teaching and reassigned time is the responsibility of the Department Chair or School Director subject to approval of the Dean. The process for creating the workload policy should be transparent, well documented, made available, and communicated to the department faculty. It is the Chairperson's responsibility to ensure that the policy is fairly and equitably implemented and reviewed every three years so it remains efficient.

"Standard workload" for undergraduate faculty include 24 credit hours across an academic year with the exception of instructors without a service component (30 hrs.). An additional six hours is allocated for maintaining currency in one's field, advising duties, and normal department, college, and University service activities. The department-approved activities of each faculty member may vary, and in those cases, the workloads for individual faculty members should differ. For example, research-active faculty members could be granted a three-hour reassignment per semester with the consent of the Dean to promote scholarly endeavors at the University, resulting in an 18-hour instructional workload for an academic year. The workloads of faculty members could also be adjusted for additional contact hours required due to teaching courses that have a lab component.

An "overload" is determined by evaluating the workload assigned to a faculty member in relation to what is appropriate for that faculty member based on the department’s workload policy. Any faculty member with a workload assignment that exceeds the standard workload shall be compensated for being on "overload" status either monetarily or by future workload reduction or by any other arrangement mutually acceptable to the faculty member and the Chairperson and the Dean.

If a faculty member disagrees with either the content or changes to the department faculty workload policy made by the Chairperson/ Director, they should attempt to resolve differences among themselves or with the College Dean. Faculty who feel the department policy is not being applied equitably may use the normal grievance process outlined in the Faculty Handbook.

2.3 Teaching Responsibilities

For faculty members with responsibilities for advising, university service, and expectations of professional contributions, the normal teaching load for undergraduate faculty is twelve credit (adjusted) hours per semester hours per semester. For faculty who have no significant responsibilities other than teaching, the normal (adjusted) teaching load is fifteen semester hours per semester. Faculty with no research, creative or service expectation could have additional teaching requirements. Assigned faculty teaching load reflects a variety of factors such as disciplinary norms, the number of students enrolled in classes, the number of preparations required, and the level of courses taught. Adjustment to the faculty workload can be made based on a variety of factors such as disciplinary norms, student enrollments in classes, the number of preparations required, the level of courses taught, professional activities and university service, or other activities which may be considered to justify a reduced load. Department chairs and School Directors assign teaching responsibilities with the approval of the
Dean, following the department’s workload policy.

2.4 Professional Development and Scholarly Activities

The University expects tenured and tenure-track faculty members to continue their professional development through research, scholarly writing, advanced study, consulting, original creative production, or joint student-faculty projects as and scholarly activities appropriate to their disciplines. Such activities derive their importance both from the contribution they make to classroom performance and to the fact that one of the major roles of any university is the discovery or application of new knowledge, the synthesis of ideas, and other creative activities because they enhance classroom performance and lend significantly to discovery or application of new knowledge, the synthesis of ideas, and other creative activities. Thus, the normal departmental workload policies may be adjusted for reassigned time in the case of faculty who demonstrate productivity in research publications, or successfully obtain research or consultative grants and awards, or are involved in and bear substantial responsibilities for the administration of research centers and organizations.

2.5 University Service

College faculty meetings and regular department and school meetings will be scheduled by the appropriate Deans, Department Chairs and Program Directors. Deans, Chairs and School Directors will schedule college faculty, regular department, and school meetings. Attendance at all such meetings is expected as part of the faculty member’s professional responsibilities. Faculty are expected to participate in the work of their departments, schools, and colleges outside of the classroom, to provide academic advising to students, and to serve in governance of the University.

Tenured and tenure-track faculty members, and other faculty for whom university service is identified as a specific responsibility in their appointment, are expected to participate in the work of their departments, schools, and colleges outside the classroom, to provide academic advising to students, and to serve in governance of the University. In situations where the level of university service exceeds the normal expectations, it may be appropriate for the Chair or Director to adjust a faculty member’s workload for reassigned time with the approval of the Dean. These could involve, for example, program review or accreditation related work or being an officer of a regional, national or international professional organization or being an associate editor or editor of a professional journal, any with substantive documented responsibilities.

Rationale:

Radford University recognizes and supports the important work that faculty members do in and outside of the classroom to impact academic disciplines, students, the University, and communities. In support of that commitment, the following workplace policy serves to guide department, college, and University decisions related to the fair and prudent allocation of faculty workload.