

CLASS Workload Policy and Procedures

October 2018

General statement about faculty workload

Teaching, research and providing public, departmental and University service are together regarded as normal and necessary in fulfilling an academic appointment. Such an appointment implies that faculty members will do their fair share in student advising and serve on departmental, college, and University committees in assisting in the day-to-day operations of the academic enterprise. Where appropriate, it is expected that faculty members will contribute their expertise to the public good (CSU-AAUP Agreement, Article 13.1 – CSU Faculty Workload Guidelines).

Workload guidelines shall be developed by each college using appropriate faculty governance mechanisms. Workload guidelines are subject to the approval of the Office of the Provost, such that they are consistent with the provisions of 13.1.B, 13.1.E, and 13.1F with normative teaching loads of 16 credits for tenured and tenure track faculty in the bargaining unit (CSU-AAUP Agreement 13.1 D). According to Article 13.1C, “Deans will bring difficult cases, issues of fairness, and issues regarding the best use of faculty to the attention of the Provost and Vice President for Academic Affairs” (CSU-AAUP Agreement). Consistent with this statement, Chairs and Deans will advocate for a fair workload for faculty.

I. Workload Assignment Process

1. Faculty workload is assessed using Research, Scholarship, and Creative Activities (RSCA), teaching and service activities reported in the eFAAR and dated on or before April 30th.
2. A faculty member's teaching workload assignment for the following academic year will be determined after consultation between the department chairperson and the faculty member, and subsequent approval by the dean. Such consultation between the chairperson and the faculty member shall occur not later than December 1 of each year and will consider both teaching workload assignment and expectations regarding research activity, scholarship, and service. (Article 13.1B).
3. The overarching principle in determining workload is that the allocation of workload credits is “congruent with a faculty member’s anticipated performance.”
 - a. The goal of the workload policy is to have teaching assignments that reflect each faculty member’s “**record of accomplishment and prospective work to be completed** in the forthcoming academic year.”
 - b. A faculty member’s “**record of accomplishment**” in scholarship is derived from a review of the previous three-year period (for standard and small products) or five-year period (for large products only).

4. Faculty who are taking PLOA will have their workload allocation determined as follows:
- 1 Semester PLOA – receive 50% of assigned AY workload allocation
 - 2 Semester PLOA – data from 4 years immediately prior to PLOA are used to allocate workload

II. Tenure-Track and Tenure Faculty

“A faculty member’s total workload is **24 credit** hours per academic year, divided among teaching workload hours, research/scholarship/creative activity (RSCA) workload hours, and workload hours for documented service or administrative duties. The division of workload hours shall be congruent with a faculty member’s anticipated performance, which is based on both the faculty member’s record of accomplishment and prospective work to be completed in the forthcoming academic year. All workload assignments shall be guided by careful consideration of the factors in Article 13.1.B. of the CBA” (Article 13.1 E)

1) Teaching Workload Credits

According to 13.1. F. (1) the expected teaching load is **16 credit hours** for bargaining unit tenured/tenure track faculty’s annual workload assignment.

Teaching workload credit may be given on a case by case basis for having an extraordinarily large number of courses assigned, large class sizes, courses requiring time-intensive preparation, new course preparations, and courses with time-intensive amounts of student work to evaluate [Article 13.1.B(1)].

- a) Teaching workload credit may be given on a case by case basis for professional associations with outside community organizations [Article 13.1.B(6)], activities deemed important for the department and/or University not considered under other categories [Article 13.1.B(8)] and community engagement defined as collaboration between a faculty member and larger communities (local, regional/state, national, global) for the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity [Article 13.1.B(10)].
- b) Teaching workload credit may be given for supervising chair approved internships: A faculty member can earn 1 banked credit for every 15 credits of internships Faculty member who supervises a completed 1 credit internship be awarded 1/15 credit bank. Thus, a faculty member who supervises 5 students each taking a 3-credit internship, would earn 1 banked credit. Typically, no more than 1 credit can be banked per academic year. This policy is retroactive to Fall 2017.
- c) Teaching workload credit may be given for supervising chair approved independent studies and exit projects not included in faculty members’ assigned teaching load. Faculty can earn 1 banked credit for every 15 credits completed. An accumulation of 45 credit hours of independent study leads to one (3-credit) course release. The timing of earned releases is at the discretion of the department chair, and it may be delayed until a time that works for the department. Typically, no more than 1 credit can be banked per academic year. This policy is retroactive to Fall 2017.

- d) Course reductions for supervising internships, independent studies, and exit projects are contingent on the availability of adequate instructional resources from other departmental/school faculty.
- e) Faculty may reduce their assigned teaching workload by using credits earned through the thesis/dissertation credit banking system (See CSU-AAUP Article 14.3).

2) Research/Scholarship/Creative Activity (RSCA) Workload Hours

Research/Scholarship/Creative Activity (RSCA) credits will be assigned according to Article 13.1.F(2).

- a) For 6 hours of research workload hours, 2 standard-sized “products” or 4 smaller-sized “products” are expected to have been completed in the past 3 years—or one large-sized product in past 5 years (See the Research/Scholarship/ Creative Activity (RSCA) Products section 2.1).
- b) Normally, products must have some kind of externally-reviewed “publication” (or take place in an external, professional, or university setting). Manuscripts “accepted for publication” count.
- c) If a “product” is not on this list, the chair and dean will try to match it to the closest listed category.
- d) 7-8 research workload hours may be awarded to those who have extraordinary records of research productivity (*Nomination of the chair/director is required.*).
- e) 9 research workload hours may be awarded to those who have extraordinary records of research productivity and who have a critical need of the extra time to complete a large outstanding project. (*Nomination of the chair/director is required.*)
- f) 3 research workload hours may be awarded if a faculty member has produced some “publication” but not enough to earn 6 hours of research release.
- g) If a faculty member claims no “publication” during the relevant past time period, then 0 research workload hours will be awarded
- h) Normally junior faculty members on the tenure-track will be assigned 7 research workload hours.

2.1 SAMPLE Research/Scholarship/ Creative Activity (RSCA) Products:

Large sized RSCA products (including but not limited to):

- 1 major book with a respected publisher (includes research monographs, exhibition catalogues, and creative fiction)
- 1 solo art exhibit at a national or international venue
- 1 PI on a major external grant. > \$100,000 for Social Sciences; >\$50,000 for arts and Humanities; \$20,000 for studio arts
- 1 curator of a major art external exhibit at a professional venue
- 1 major (i.e., symphonic or multi-movement) composition (longer than 30 minutes)
- 1 major film, contracted for national/international distribution
- 1 original performance of a major work at a national or international venue

Standard sized RSCA products (including but not limited to):

- 1 solo-authored journal article or book chapter in a significant research collection*
- 1 (1st or primary-author) co-authored journal article or book chapter in a significant research collection.
- 1 editor of a collection of original scholarly essays.
- 3 single items accepted at a juried group exhibition
- 1 curator at a university or local venue
- 1 PI on a medium external grant \$10,000-\$99,000 for social sciences; \$5000-\$49,000 for arts and humanities
- 1 successful performance as co-PI on large grants as defined above.
- 1 major performing/directing/designing role in a professional venue
- 1 smaller musical composition (i.e., short film score, single-part work)
- 1 new solo concert performance in one's area of academic expertise
- 1 (as director) concert of an external musical combo
- 1 solo performance recording of a CD, published by a significant recording label.
- 1 composer/artist residency (which is not compensated)
- 1 smaller film or documentary
- 1 scholarly translation of a major work
- 1 authored play/ choreographic work
- 1 chapbook of poetry
- 1 standard-sized short story
- 1 textbook
- 1 book contract + ½ of a completed book manuscript (*but unpublished*)
- 1 author of an exhibition catalogue
- 1 feature-length screenplay produced by an external company OR in juried exhibition(s)

*|*One article in a truly top-tier journal (e.g., the major journal of one's primary professional assoc.) counts as two standard products.*

Smaller sized RSCA products (including but not limited to):

- 1 second or second major author of a co-authored journal article or book chapter
- 2 co-authored journal articles or book chapters (non-major authors—3rd or higher)
- 1 PI on an internal grant or small external grant \$1000-10,000 for the social sciences; \$1000-\$5000 for the arts and humanities.
- 1 short story
- 1 poem
- 1 new musical performance as a member of an external professional group
- 1 revision (new edition) of a textbook
- 1 encyclopedia essay or book review essay in a major journal
- 1 scholarly translation of a smaller work
- 1 invited presentation to a plenary audience at a national or international conference
- 1 publication in conference proceedings, resulting from revision and additional professional review of a conference paper at a national or international conference.
- 1 invited presentation in an academic setting at another university.
- 1 item accepted at a juried group art exhibition
- 1 artistic presentation/performance in a curated program
- 1 unfunded external grant proposal (of at least \$10,000 for social sciences; \$5000 for arts and humanities)

1 short length screenplay produced by an external company OR in juried exhibition(s)
Other*

*(Note * = Commissions and/or contracts for creative activity in the fine arts, digital humanities, and other emerging fields will be judged large, standard, or small based upon individual departmental creative activity standards).*

3. Service Workload Hours

Service credits will be assigned according to Article 13.1.F (3). *NOTE: Article 13.1.D states: “Service contributions constitute an expected component of all faculty members’ workloads and shall be considered in the evaluative factors of Article 13.1.B”.

- a) The faculty member will be assigned 2 service workload hours for the normal range of documented and truly productive service activities expected of a full-time faculty member. This could include a combination of service on several departments, college, or university committees, faculty mentoring, attending department meetings, serving on a special task force, academic advising, community engagement, and/or professional associations with outside community agencies (13.1B [1]). *(As documented in EFAARs over the immediate past 3-year period.)*
- b) Junior faculty on the tenure-track will normally be assigned 2 service workload ours, pursuing service activities recommended by their chair or director that do not interfere with their primary obligation to establish a satisfactory research and teaching performance record.
- c) Faculty who do less than the normal amount of documented service, as assessed by their director or chairperson, will be assigned fewer than the normal 2 service workload hours.
- d) 1 to 3 hours of additional service workload hours (beyond the normal 2) may be assigned to faculty performing substantial and sustained service beyond what would normally be expected. This would include faculty performing administrative assignments and substantial and sustained amounts of the activities listed in CBA 13.1.B.
- e) Undergraduate, graduate, program and research center directors will be given credit appropriate based on Article 13.1 G.
- f) Department Chair/School Directors - Department chairpersons are normally expected to teach not less than one-half the normal teaching workload assignment for the faculty in the unit. In small departments, the chairperson's teaching workload assignment may exceed one-half the normal faculty teaching workload assignment. Chairpersons on a twelve-month contract are normally expected to teach during each of the three semesters. Exceptions to this rule must be approved by the college dean, and the Provost and Vice President for Academic Affairs (Article 13.1 H).

- g) Some service work, such as chairing search committees or election to College or University committees, is hard to anticipate at the time that the workload is determined. When such conditions occur, and the Chair/Director and Dean determine that allocation of additional service credit is merited but would result in unacceptably disruptive last-minute changes in faculty teaching assignments, service credit can be banked so that faculty can defer credit earned through these special circumstances or responsibilities. The service credit may be awarded at the time a faculty member performs the eligible service if the Chair/Director and Dean agree that it can be done reasonably and without hardship to other faculty and the department or without potentially harming the students.

3.1 SAMPLE Service Activities to be considered for Additional Assigned Service Hours (including but not limited to):

- a) Editing or managing a national journal
- b) Author of an External Accreditation report.
- c) Holding a substantial managerial office with a national or international professional organization.
- d) Extensive service with professional organizations, such as organizing a large national conference.
- e) Extensive laboratory/studio supervision
- f) Major curriculum development
- g) Substantial service on editorial boards of major journals in one's field or grant application reviewing.
- h) Service on a significantly work-intensive committee (examples include serving on the UCC or CLASS PRC).
- i) Extensive service using one's professional expertise fostering university engagement with the community
- j) Extensive professional contributions to a community (contributions that are not compensated or are pro-bono work including Guardian-ad-litem, crisis counseling, expert testimony, etc.)
- k) Service credit may be given for duties related to essential preparation work with practicum courses

II. Non-Tenure Track Faculty (Lecturers and Professors of Practice)

1) Teaching

Normally, College Lecturers/Professors of Practice will teach 4 courses of 3 to 4 credits per semester, with the remainder of the 32 credits assigned to service or other defined activities. The faculty of the relevant Department/School will be consulted regarding assignments to teach upper-level undergraduate and graduate courses. (Article 12.2 I and 12.3 J).

Lecturers who accumulate 32 credit hours by teaching four 4-credit courses in both semesters are entitled to a course release every other year.

2) Service

Service may be expected of Lecturers/Professors of Practice by the Department and/or Colleges without release time from teaching duties, but if Dean requires an extraordinary level of service, the Lecturer/Professor of Practice may be given release time. (Article 12.2 I and 12.3 J).

- a) Lecturers / Professors of Practice will perform service activity at a level compatible with their full teaching load and consistent with their responsibility to “engage in the life of the department.”
- b) Limited service workload hours in lieu of teaching workload hours may be assigned to lecturers performing substantial and sustained service beyond what would normally be expected. Normally this would occur after the lecturer became a part of the bargaining unit.

Approved by CLASS faculty on October 22, 2018

Approved by the Office of the Provost on October 31, 2018