



Monte Ahuja College of Business

Policy #11

FACULTY WORKLOAD POLICY

As per the contract, all faculty start with a workload of 24 credits per year. This workload is divided among teaching hours, research hours, and hours for documented service or administrative duties. Workload assigned for research and service must follow approved guidelines.

The following are guidelines for determining the instructional load for College of Business faculty members:

Research

- Teaching loads range from 16 to 24 semester credit hours per academic year.
- A reduced load of 16 hours is assigned to faculty with three peer-reviewed journal articles in the previous five calendar years.
- A load of 18 hours is assigned for two peer-reviewed journal articles in the previous five years, 21 hours for one peer-reviewed journal article in the previous five years, and 24 hours for no peer-reviewed journal articles in the previous five years.

The College of Business requires peer-reviewed journal articles for workload reduction. It is the faculty member's responsibility to demonstrate that articles are peer-reviewed when in question.

The five-year calendar will start with either the letter of acceptance (which must be included) or the date of publication (article must also be included), as listed on the Faculty Annual Activity Report (FAAR).

The following will not be accepted for workload reduction:

- Conference proceedings
- Book reviews and book chapters
- Magazine articles

Books may be considered for meeting publication requirements for workload purposes. Consult with the department chair on applicability.

All peer-reviewed journal articles will require complete citations (i.e., authors in order, article title, journal name, year, volume, issue, and page numbers).

If the article is “in press” or “forthcoming” it should be so noted in the citation. Once an “in press” or “forthcoming” article has been counted towards the faculty workload it cannot be counted a second time when it is published.

Articles which are accepted for publication without qualification will be accepted up until June 30 for reduction of workload.

A faculty member’s service will be taken into consideration as written in the AAUP Contract. Evidence of “extraordinary” service must be documented in the Faculty Annual Activity Report. The impact on workload will be decided by the Dean and Cabinet on a case-by-case basis.

In order to support our mission of student engagement, faculty will not be scheduled for all online classes for a complete year. This allows us to support student engagement and our belief that classroom teaching should remain our strong suit. Online classes shall not be scheduled with the same faculty year after year. It is a privilege that is to be shared amongst all faculty within the department when possible.

Department Chairpersons

Chairpersons must teach at least one three-credit course per semester including summer (minimum 9 credit hours total per year), preferably face-to-face.

Associate Deans

Associate Deans will teach at least one three-credit class per semester (minimum 6 credit hours total per year), preferably face-to-face.

Junior Faculty

Newly hired junior tenure-track faculty will be assigned teaching load of 15/16 semester hours for their first three years of full time service to the university. If no refereed publications have been accepted by the end of the third year, the teaching load will increase to 18 hours for the fourth year. If no additional refereed publications are received by the end of the fourth year, the teaching load would increase to 21 hours. Standard workload will apply along with service.

Overload Teaching

Subject to approval, a faculty member may teach up to 8 semester hours as overloads per academic year based upon programmatic needs. Overloads will not be granted in an academic term in which a faculty member is using credit points accumulated from Special Projects/Independent Study or DBA teaching.

Rate of overload compensation is the same as the summer teaching as specified in faculty contract.

Summer Teaching

Tenured/tenure track faculty may teach up to 12 semester hours during the summer, however not more than 8 semester hours may be taught during any six-week summer term based upon programmatic needs.

Professional Leave

When a faculty member chooses the one semester option for the professional leave, he or she will be responsible for 1/2 his/her work load. Examples of workload determination:

- If a faculty member on reduced teaching load teaches 9 credits upon returning, that faculty member has earned one banked credit hour or 4 points.
- If a faculty member on reduced teaching load teaches 6 hours upon returning, that faculty member will owe the college two credit hours or 8 points. These 8 points can be deducted from the faculty member's banked credits, or he or she may choose to teach an additional two credit hour course without additional pay in the following year.

Faculty may participate in non-credit workshops and projects based upon programmatic needs.

Administrative Faculty

When administrators return to faculty status, they will return to the same workload as before they became administrators. They will be provided a reasonable amount of time (one year for each year of full-time administration) to re-vitalize their research. Their workload will then be governed by the same benchmarks as regular faculty.

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