

Originated: November 16, 2015

Revised:

SEAS POLICY AND PROCEDURE #2015.1**Title: Workload Management Policy for Tenured and Tenure-Track Faculty****Contact office**

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Applies to

School of Engineering and Applied Science tenured and tenure-track faculty members

Reason for policy

This policy provides a list of workload guidelines for tenured and tenure-track faculty members in the School of Engineering and Applied Science. The workload guidelines shall be used by SEAS department chairs to assign equitably individual faculty member workloads in order to satisfy department, school, and university responsibilities.

Policy Statement

The following guidelines on faculty workload shall be used by SEAS department chairs in the assignment of teaching, research, advising, and service duties to tenured and tenure-track faculty (hereinafter referred to as "faculty members").

1. In order to optimize department and school performance, all faculty members are expected to engage professionally and competently in the broader missions of the department, school and university including research, teaching, advising, and service.
2. Teaching: The department chair is responsible for ensuring that all classroom teaching obligations of the department are met. The department chair is authorized to make decisions concerning the number and type of courses to be offered, the number of courses assigned to a particular faculty member, the assignment of faculty members or other instructors to courses, the scheduling of courses, and to ensure that the courses meet as scheduled.
3. Departmental administration: The department chair is responsible for ensuring that all academic and administrative obligations of the department are met. The department chair is authorized to identify and assign faculty members to various standing and ad-hoc committees

and administrative duties, including committees for promotion and tenure, research, long-range planning, outreach, safety, faculty and staff hiring, and all undergraduate and graduate academic responsibilities which entail admissions, advising, accreditation, and qualifying examinations.

4. The distribution of a faculty member's workload may be altered by the department chair each semester based on a faculty member's overall responsibilities or other circumstances, such as an exceptionally high advising load, unusually demanding committee or administrative assignments, being a new hire or junior faculty member, significant service to one's profession, significant service to the school or university, number of student credit hours taught, research proposal preparation, significant scholarly research activities, feedback from the peer assessment reviews, or other reasons deemed relevant by the department chair.
5. The administrative, service or teaching responsibilities of a faculty member may be altered by the department chair each semester based on a faculty member's engagement in externally-sponsored research and scholarship. Considerations may include publication activity, technology transfer, external funding, amount of academic year salary supported by external funding, number of graduate students or senior research personnel advised, or other extenuating circumstances.
6. The teaching load of a faculty member may range up to six courses per academic year.
7. As part of the faculty performance appraisal process, and within the context of the Faculty Workload Management Policy, the dean and department chair will annually consider desirable adjustments to each faculty member's workload.
8. All workload decisions should be consistent with existing SEAS policies.

Effective Date: This policy was initially voted upon and approved unanimously by the SEAS Leadership Council on November 16, 2015. The policy is effective as of November 16, 2015.



Kevin Skadron, Chair, SEAS Leadership Council