

## DEPARTMENT OF ECONOMICS WORKLOAD POLICY DOCUMENT

### PREAMBLE

The spirit of this workload agreement is to provide guidelines for appropriate workload for all full-time faculty members in the Department of Economics. While the workload activities are generally consistent with the Department's Promotion and Tenure Criteria, we recognize that promotion and tenure is a separate issue not addressed by the workload agreement.

### DEPARTMENT OF ECONOMICS WORKLOAD GUIDELINES

- I. A faculty workload of 100% is defined to be 12 credit-contact hours per week in one of the College's degree programs as stipulated by the Collective Bargaining Agreement dated 15 April 2002, and shall remain in force unless altered by subsequent agreements. As described below, faculty members, in consultation with and with the approval of the Department Chair, may elect a workload during the annual appraisal and planning process that assigns weight to other areas through a reduction of the number of contact hours. Administered workloads are not automatic, but must accord with the actual contributions of faculty members who are assigned such workloads. Thus, workload assignments to support research, scholarship, and/or service must, over time, be reflected in research, scholarly, and/or service productivity commensurate with that workload responsibility.
- II. The typical administered teaching load for tenured and tenure-track faculty is two regular courses each fall and spring semester in areas deemed necessary by the Chair. Regular courses typically have three credit/contact hours per week. Thus, the typical administered teaching load is 50% of a faculty member's workload. Other teaching activities are included in the determination of the teaching workload as specified in Article 11, Footnote 3 of the Collective Bargaining Agreement.
- III. Scholarly research and publication are a significant part of each faculty member's contribution as a member of the academic community. Activities that qualify as research are specified in the Department Promotion and Tenure Procedures and Criteria document. Because scholarly research is highly valued by the Department of Economics and because scholarly research is a requirement for promotion for all faculty, all tenure-track faculty are expected to maintain a program of scholarly research. Therefore, except in very unusual circumstances, the minimum research workload percentage for a tenured or tenure-track faculty member is 25%.
- IV. A normal amount of service related to the typical expectations of a full-time faculty member is presumed in every workload assignment. Examples of this expected service might include, but are not limited to: attendance at department meetings, attendance at admissions and recruiting events, and participation in commencement and honors day. Regardless of the percentage of workload assigned to any area, faculty members are expected to perform normal service activities except when on approved leave. This routine departmental service will typically

account for no more than 5% of a faculty member's workload. Additional service activities may be included as part of a faculty member's workload in the service component, if approved by the department chair. The appropriate weight to be assigned to these activities will be determined during the annual planning process.

- V. The Chair may approve requests for other workloads that are consistent with the Collective Bargaining Agreement and University policies and procedures. The Chair, after consultation with the faculty member, may also assign alternative workloads as long as such assignments are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures. Some examples of alternative workloads for tenured and tenure-track faculty are summarized below.
- A. Emphasis on Teaching. A tenured faculty member may request a workload assignment that emphasizes teaching and de-emphasizes research. If this request is approved, the faculty member will be assigned one or more additional courses during the year beyond the typical assigned workload. Workload percentages will be adjusted accordingly.
- B. Emphasis on Service. A faculty member who undertakes an unusually demanding service activity may request a workload assignment that emphasizes service. Examples of such service activities may include but are not limited to: substantial department, college, or university assignments; professional positions such as editing a journal or serving on a professional board; and public service. If the request is approved, the faculty member's workload percentages will be adjusted accordingly. Only in unusual circumstances would the service workload percentage assigned to these activities exceed 12.5%.
- C. Emphasis on Research. The Chair may assign a teaching load below the typical six credit contact hours per week administered teaching load to faculty members whose research productivity over an extended time period has been substantially above that typical for members of the Department. Evidence of high research productivity would usually include some or all of the following: an annual research evaluation score among the highest in the Department for several years; national or international recognition, honors, and/or awards in research; a high research impact based on independent scholarly citations and reviews of research; and external research funding.
- D. The Chair may assign one or more additional courses (i.e., courses beyond the typical six credit contact hours per week) or additional service assignments to faculty members whose research productivity has been low over an extended time period. Evidence of low research productivity would usually include little or no published research and/or a lack of meaningful evidence of work in progress and would be reflected in annual research evaluations that are consistently well below the department average.
- VI. A faculty member who has been assigned additional teaching/service responsibilities because of low research productivity or at his/her own request may propose a research plan during the annual planning process. If the research plan is approved by the Department Chair, the faculty member would receive a temporary reduction in the administered teaching/service load consistent with the research plan. Continuance in the temporary administered teaching/service load would be dependent on meeting the objectives of the approved research plan.
- VII. The Department of Economics permits faculty to utilize the Faculty Evaluation/Merit Assessment Option for Summer Work, as described in the faculty handbook, Section IV.

- VIII. Given the uneven demand for class seats and the desire of research active faculty members to obtain a concentrated teaching time frame, it is possible that a faculty member may be placed on an unbalanced load between semesters of the academic year. Workload percentages used for annual faculty evaluations will be based on the actual workload assignment during the evaluation period.
- IX. To meet the teaching needs of the department, it may be necessary from time to time to request that a faculty member teach additional courses. This most likely will occur when it is necessary to assign courses to cover for faculty who are on sabbatical or other leave, to account for co- or team-taught courses, or to take into consideration courses whose time requirements are substantially more (or less) than the three contact hour standard. Courses taught beyond a faculty member's assigned teaching load are voluntary and will be compensated at the prevailing rate for overload teaching. Compensated overload teaching will not be considered in determining workload percentages.
- X. The Chair may assign an administered load that recognizes unusual contributions to the Department's teaching, research, and service missions. The appropriate assignment and weight will be determined during the annual planning process by consultation between the Chair and the faculty member.
- XI. The typical teaching workload assignment for a non-tenure track faculty member is 12 credit-contact hours per semester. The Chair may assign an administered teaching load to recognize additional activity in research or service.
- XII. Ultimate responsibility for workload assignment rests with the Department Chair, who must assign workload to faculty to best utilize their skills and abilities, consistent with achieving the department's mission and meeting its teaching responsibilities. In the event that the Chair and the faculty member are unable to agree on a workload assignment, it is the Chair's responsibility to determine the assignment.
- XIII. Obtaining funding from outside the Department for sponsored activities, which is used to buy down teaching load, will be at a rate consistent with the College's buyout policy.
- XIV. During the annual evaluation process, the Department Chair will evaluate the faculty member's performance in the evaluation period for teaching, research, and service. The reference for ascertaining acceptable performance shall be the Department of Economics Promotion and Tenure Procedures and Criteria document. The weights agreed upon by the faculty member and the Department Chair in the appropriate planning period documents will be used in the determination of merit pay recommendations in accordance with the Department of Economics Merit Allocation document.
- XV. This document can be modified by the majority vote of the faculty in accordance with voting provisions of the Department of Economics Bylaws, subject to the approval of the Dean, Provost, and AAUP.
- XVI. Date of adoption: October 22, 2003. Revised: June 10, 2011; approved by AAUP April 22, 2014.