

School of Education Workload Policy

Approved by Faculty July 13, 2021

This workload policy supports achieving the mission of the School of Education (SOE). SOE faculty members pursue this mission through high-quality teaching, research, and service consistent with all aspects of the workload policies defined in the current version of the Collective Bargaining Agreement, the Faculty Handbook, and the SOE's Promotion and Tenure Guidelines. Further, the SOE is committed to practices that are equitable and that facilitate each faculty member's prospects for promotion, contract renewal, and satisfactory peer review.

According to the Collective Bargaining Agreement, a 100% workload can be defined as teaching 12 credit-contact hours per week. Few faculty members have a 100% teaching workload, so the University adheres to a policy of "administered" workloads that distribute effort across the categories of teaching, research, and service (see Faculty Handbook Section 4.3.3). Thus, individual SOE faculty member workloads vary. Administration of workload is a function of many factors, including the requirements of different faculty positions, different roles and responsibilities, faculty members' strengths and area(s) of professional emphasis, as well as the mission and needs of the SOE.

An administered workload is developed through an annual workload planning process between the SOE Director and the faculty member. It is fully expected, however, that the annual workload planning process can, and frequently may, be amended depending on changing assignments and other circumstances in the SOE. Such changes to workload should be agreed to in writing and at least two months prior to any changes.

Standard Workload for Faculty Members

The SOE has continuing-track faculty members and tenure-track/tenured faculty members. The College School Faculty are considered continuing-track faculty. The standard workload for continuing-track faculty members is 87.5% teaching and 12.5% service. The standard workload for tenure-track/tenured faculty members is 50% teaching, 37.5% research, and 12.5% service.

Faculty Workload Categories

Teaching

The workload of all faculty members includes teaching. Teaching encompasses all activities that aid student learning and mentor students into a professional community. It is expected that all faculty members engage in teaching, which includes, but is not limited to, instruction in undergraduate and graduate courses with assigned credit hours, advising, and other forms of activity that support high-quality academic programs (e.g., course revision, program development, faculty professional development). The Faculty Handbook (Section 4.3.6) details additional teaching activities.

Course teaching most often is scheduled during the fall and spring semesters, but courses can be scheduled for winter and/or summer sessions by mutual agreement of the SOE Director and the faculty member.

It is also understood that faculty members will be expected to undertake other teaching-related and mentoring activities typical of faculty members at a research-intensive university, including direction of dissertations, Education Leadership Portfolios (ELPs), theses, as well as sponsorship of independent study and special problems projects for students.

Research

The workload of all tenure track/tenured faculty members includes research and scholarly productivity. Research is a systematic process of scholarly inquiry in education with the purpose of creating new knowledge of theoretical or practical value. Faculty members with assigned research workload are expected to engage in research that leads to regular publication, makes significant contributions to knowledge, and has an impact on the field.

A faculty member's scholarly productivity is established primarily through the publication and dissemination of scholarly works. Avenues include, but are not limited to, juried journal articles, chapters in edited volumes, books, monographs and conference proceedings, presentations at scholarly conferences, and other methods that communicate research findings. The Faculty Handbook (Section 4.3.6) details additional research activities.

Summer Research Option. A faculty member on a nine-month academic year appointment has the opportunity to request that performance in an approved summer program of sponsored or unsponsored research be included in the annual faculty appraisal (see Faculty Handbook Section 4.3.4).

Service

The workload of all faculty members includes service. Service responsibilities include, but are not limited to, participation in faculty governance, membership on SOE, College of Education and Human Development, and University committees, and participation in the development and effective implementation of the academic programs.

Faculty members may also engage in scholarly service, such as chairing sessions at professional meetings, serving as an officer or committee member of a professional organization, performing editorial duties, reviewing grants, or other scholarly service-oriented activities. The Faculty Handbook (Section 4.3.6) details additional service activities.

Activities Spanning Multiple Categories

The previous sections defined teaching, research, and service activities. Some faculty member activities may not uniformly fit into a single workload category. Individual faculty members may

argue that a specific activity fits into a specific workload category based on the specific goals and outcomes of that activity.

Adjustments to Workload

The SOE Director and/or Dean may approve requests for non-standard workloads that are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures. The SOE Director and/or Dean may also assign non-standard workloads as long as such assignments are otherwise consistent with the Collective Bargaining Agreement and University policies and procedures (see Collective Bargaining Agreement Article 11.9).

1. A faculty member's teaching workload may be reduced through assignment to sponsored programs of research or assignment to other restricted sources of support.
2. A faculty member's workload may be redistributed through assignment of significant service responsibilities.
3. If a faculty member's workload activity in any category falls below the expectations set during the annual workload planning process for three consecutive years, the faculty member may have their workload adjusted by the SOE Director, proportional to the workload shortfall, until the faculty member's workload activity is judged to meet expectations during the annual workload planning process (see Faculty Handbook Section 4.3.3).
4. Faculty members with adjustments to their workload should report the adjusted workload in their annual appraisal, contract renewal materials, promotion dossiers, and other peer reviews. This reporting includes adjustments in workload due to sponsored research/course buyouts.

Partial Appointments

In cases in which 50% or more of a faculty member's workload is located in the SOE, the SOE Director will administer the faculty member's workload after consulting with the chair or director of the other unit.

Disagreement

The SOE Director and the faculty member will make every effort to negotiate administered workloads fairly and amicably, so that the resulting workload agreements will serve the best interests of the SOE and the faculty member. In the event of an impasse in the negotiation process, the decision of the SOE Director will prevail. However, faculty members may grieve such decisions using the process described in the Collective Bargaining Agreement (see Article 8).