



UNIVERSITY OF WYOMING REGULATIONS

Subject: Faculty Workload
Number: UW Regulation 2-9

I. PURPOSE

To describe the University's policy on faculty workload.

II. DEFINITIONS

Credits: In this policy, a *credit* refers to a "Carnegie unit," which normally corresponds to one hour of classroom contact time per semester week.

Baseline Teaching Load: The standard number of credits to be taught per academic year by Faculty that have teaching as a primary-responsibility prior to any adjustments.

Faculty: University Faculty shall consist of Non-Tenure-Track, Tenure-Track, and Tenured persons as defined in UW Regulation 2-1, Section III.

Faculty Workload: The job responsibilities for Faculty ~~which may~~ include one or more of the following components: ~~for~~ teaching, research, creative activities, administration, service, advising, outreach/engagement, and extension.

Job Description: An informative documentation of the Faculty member's duties, activities, and responsibilities, along with the distribution of effort and any adjustments that are made to the Faculty's teaching load.

Teaching, Research, Creative Activities, Administration, Service, Professional Service, Advising, Outreach/Engagement, and Extension: As used in this policy, these terms include those activities noted in University Regulations 2-7 and 2-8, as further described in Standard Administrative Policies and Procedures.

Unit Head: Sshall have the meaning assigned to it in University UW Regulation 2-8.

III. POLICY

A. General

Faculty conduct a number of activities that support the mission of the University, including teaching, research, creative activities, administration, service, advising,

36 outreach/engagement, and extension. The University maintains a flexible
37 workload policy that allows ~~for~~ academic units to capitalize on each faculty
38 member's strengths to meet the mission of the university, college and academic
39 unit.

40 41 **B. Setting and Enforcing Workloads**

42
43 Unit Heads shall determine individual workloads that are consistent with the
44 overall mission of the academic unit, college and university. Unit Heads are
45 responsible for meeting with each faculty member to determine workload and for
46 enforcing faculty workloads in accordance with University regulations and
47 Standard Administrative Policies and Procedures.

48
49 Consistent with existing procedures and policies, Unit Heads in consultation with
50 ~~with~~ their Dean have the responsibility to ensure that the allocation of
51 responsibilities for teaching, research, creative activities, administration,
52 extension, advising, outreach/engagement, and service in each faculty member's
53 workload is consistent with this Regulation averaged over a two-year period. The
54 Deans of the colleges and Directors of other college-like units are responsible for
55 assuring that academic units and programs under their supervision implement
56 workloads designed to meet the mission and needs of the University and are held
57 accountable to the standards set forth in this ~~workload~~ Regulation.

58 59 **C. Evaluating Performance and Approving Workloads**

60
61 In accordance with University policies, review procedures shall be implemented
62 annually to evaluate each faculty member's performance and responsibilities with
63 respect to their workload and to determine if adjustments should be made.
64 Adjustments to the workload shall be approved by the Dean. The Provost and
65 Vice President of Academic Affairs, in consultation with the President, shall have
66 final authority over faculty workload distributions.

67 **IV. TEACHING LOAD**

68 69 **~~A. Baseline Loads~~**

70 ~~1.~~ The Baseline Teaching Load for full-time tenure-track and tenured Faculty
71 is fifteen (15) credits per academic year. This is equivalent to 62.5% of their total
72 workload. The remaining workload (37.5%) is allocated to Research, Extension, Creative
73 Activities, Administration, Service, ~~and~~ Advising or other activities as appropriate.
74 Faculty that have teaching as a primary responsibility that are involved in substantial
75 Research, Creative Activities, Administration, Service or Advising activities may be
76 released from some, but not all, of the baseline teaching responsibilities. Likewise,
77 Faculty that have lower Research, Creative Activities, Administration, Service or

78 Advising activities may have teaching responsibilities above the Baseline Teaching Load.
79 Additionally, teaching responsibility adjustments may be made for other circumstances as
80 determined appropriate by the Unit Head or according to other University policy, e.g.,
81 Tenure Track Faculty during their probationary period.

82
83
84 —2.— The Baseline Teaching Load for full-time non-tenure-track Faculty where
85 teaching is a primary responsibility is twenty-one (21) credits per academic year. This
86 is equivalent to 87.5% of their total workload. The remaining workload (12.5%) is
87 allocated to Professional Development, Administration, Service, ~~and~~ Advising or
88 other activities as appropriate. Teaching responsibility adjustments may be made for
89 non-tenure track faculty as determined appropriate by the Unit Head or according to
90 other University policy. Faculty where teaching is not a ~~primary~~ responsibility,
91 although they may teach as needed, have workload assignments according to their
92 position ~~description~~ designation.

93 94 **B. Adjusting the Teaching Load**

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96 ~~Faculty workload includes components of teaching, research, creative activities,~~
97 ~~administration, service, advising, outreach/engagement, and extension as appropriate.~~
98 ~~Faculty with teaching as a primary responsibility have a baseline teaching component as~~
99 ~~defined in Section IV.A. Faculty where teaching is not a primary responsibility, although~~
100 ~~they may teach as needed, have workload assignments according to their position~~
101 ~~description.~~

102
103 ~~Faculty that have teaching as a primary responsibility that are involved in substantial~~
104 ~~Research, Creative Activities, Administration, Service or Advising activities may be~~
105 ~~released from some, but not all, of the baseline teaching responsibilities. Likewise,~~
106 ~~Faculty that have lower Research, Creative Activities, Administration, Service or~~
107 ~~Advising activities may have teaching responsibilities above the Baseline Teaching Load.~~
108 ~~Additionally, teaching responsibility adjustments may be made for other circumstances as~~
109 ~~determined appropriate by the Unit Head or according to other University policy, e.g.,~~
110 ~~Tenure Track Faculty during their probationary period.~~

111
112 ~~The Standard Administrative Policies & Procedures give the policies for the adjustment~~
113 ~~of the Faculty Workload teaching component.~~

114 115 **V. ANNUAL REVIEW**

116
117 In accordance with University policies, review procedures shall be implemented annually
118 to evaluate each faculty member's performance and responsibilities with respect to the
119 workload outlined in the Job Description and to determine if adjustments should be
120 made for the following year.

Draft 3-8-19
Endorsed by the Trustees AA/SA Committee 2-28-19
Endorsed by the Trustees Regulation Committee 3-6-19
Unofficial Draft including recommendations of 7-18-19
AA/GC edits 9-27-19 (received FS recs on 9-27-19)
Revisions as agreed at FS Executive Comm. 9-30-19
Adopted SR 367 as amended Faculty Senate 10-21-19

121 **VI. SUPPLEMENTAL TEACHING**

122 Faculty on academic year appointments may receive supplemental pay for additional
123 teaching above the workload teaching responsibilities as defined in their annual workload
124 assignment and consistent with other UW Regulations.

125 **VII. REPORT**

126 ~~At the Board of Trustees January meeting,~~ The Provost shall submit an annual report to
127 the Board of Trustees providing an analysis of faculty workload for the preceding
128 academic year.

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132 **Responsible Division/Unit:** Office of the Provost and Vice President for Academic Affairs

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134 **Source:** None

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136 **Links:** <http://www.uwyo.edu/regs-policies>

137

138 **Associated Regulations, Policies, and Forms:** None

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140 **History:**

141 University Regulation 807; adopted 7/17/2008 Board of Trustees meeting
Reformatted 7/1/2018: previously UW Regulation 5-807, now UW Regulation 2-9