
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 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 include one or more of the following components: 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: Shall have the meaning assigned to it in 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,

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

B. Setting and Enforcing Workloads

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

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

C. Evaluating Performance and Approving Workloads

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

IV. TEACHING LOAD

The Baseline Teaching Load for full-time tenure-track and tenured Faculty is fifteen (15) credits per academic year. This is equivalent to 62.5% of the total workload. The remaining workload (37.5%) is allocated to Research, Extension, Creative Activities, Administration, Service, Advising or other activities as appropriate. Faculty that have teaching as a responsibility that are involved in substantial Research, Creative Activities, Administration, Service or Advising activities may be released from some, but not all, of the baseline teaching responsibilities. Likewise, Faculty that have lower Research, Creative Activities, Administration, Service or Advising activities may have teaching responsibilities above the Baseline Teaching Load. Additionally, teaching responsibility adjustments may be made for other circumstances as determined appropriate by the Unit

Head or according to other University policy, e.g., Tenure Track Faculty during their probationary period.

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

V. ANNUAL REVIEW

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

VI. SUPPLEMENTAL TEACHING

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

VII. REPORT

At the Board of Trustees November meeting, the Provost shall submit an annual report providing an analysis of faculty workload for the preceding academic year.

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

Source: None

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

Associated Regulations, Policies, and Forms: None

History:

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
Revisions adopted 11/14/2019 Board of Trustees meeting