



Office of Academic Affairs

Dept. 3302 • 1000 E. University Avenue
Laramie, WY 82071
(307) 766-4286 • (307) 766-6476 • fax (307) 766-2606
www.uwyo.edu/acadaffairs

June 22, 2016

TO: Extended Term Stream Lecturers
FROM: David L. Jones, Vice President of Academic Affairs
CC: Deans and Directors
RE: Implementing Standard Teaching Load

A handwritten signature in blue ink, appearing to be "DLJ", is written over the "FROM:" line of the email header.

As part of the university's budget reduction plan for the next biennium, President Nichols has established a new standardized baseline for assigning teaching responsibilities to tenure stream faculty and extended term stream lecturers. In accordance with regulations governing Academic Professionals, lecturers engage primarily in fulfilling the teaching mission of the university. As such, teaching should be the main duty outlined in job descriptions for lecturers. Since currency of knowledge is essential to effective teaching, professional development should also be accounted for in the job description. Lecturers are integral to student success at the University of Wyoming and occasionally will hold advising and service duties that are reflected in their job descriptions.

Established in 2006, the university's current metric for standardizing teaching is the following: each three-credit course taught represents 25 percent of a full-time workload for a semester (or two three-credit courses [6 credit hours] for an academic year). Starting this fall, standard job descriptions for lecturers will now reflect the following distribution of duties: Teaching (87.5%; 21 credits or 4-3 load) and Professional Development, Advising, and Service (12.5%; distribution between duties). This distribution can be adjusted at the discretion of the Department Head and Dean. All adjustments must be approved by the Vice President of Academic Affairs.

The Office of Academic Affairs has been working with the Deans' Council to synthesize current workload practices and guidelines used in academic departments and to create a set of criteria for adjusting job descriptions. Department heads and deans have the authority and responsibility to work with lecturers to individualize job descriptions, and adjust them when appropriate, so that they best match their talent and expertise, are consistent with discipline specific expectations and guidelines, and are aligned with institutional need and mission. This practice of adjusting job descriptions will not change.

As a result of the new standardized baseline for teaching, the distribution of duties in your new job description may be different from previous ones. Soon your department head and/or director will be asking to meet with you to review your job description for Academic Year (AY) 2016-17 and discuss possible changes that might be necessary in order to comply with the new standard.

In some cases, lecturers have carried out academic program administrative duties and provided important support for teaching and learning. During AY 16-17, the Office of Academic Affairs will be exploring alternative classifications for current lecturers who are not engaged primarily in fulfilling the teaching mission of the University. In the meantime, exceptions may be granted at the discretion of the Department Head and the Dean, with approval by the Vice President of Academic Affairs.

Job descriptions should be reviewed on an annual basis. Specific allocation of duties may change throughout a lecturer's employment, including the six-year probationary period when extended term track lecturers undergo annual reappointment reviews. Performance standards and expectations for reappointment, extended term, and promotion must be consistent with allocation of duties in a lecturer's job description. This fall, academic units will be instructed to commence a review of current performance evaluation documents, including reappointment, extended term and promotion expectations to ensure that criteria for evaluation are adjusted accordingly.

In closing, I would like to reiterate a point that President Nichols made during the town hall meetings and more recently during the university meeting last week on financial crisis. The need to increase the teaching capacity of our tenure stream faculty and extended term stream lecturers is paramount to our achieving the goals set out in the university budget reduction plan. I encourage you to work with your department head to ensure that these goals can be realized.