
UNIVERSITY OF WYOMING REGULATIONS

Subject: Faculty Workload ~~Policy~~
Number: UW Regulation 2-9



I. PURPOSE

To describe the University's policy on faculty workload.

~~To establish and promulgate the following Faculty Workload Policy as recommended by the Faculty Senate on December 7, 1992 and adopted by the Trustees on December 18, 1992.~~

II. KEY 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.

Faculty: For the purpose of this workload policy, the University Faculty shall consist of all persons having the faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor. See UW Regulation 2-1. ~~When a faculty member's full-time salary is paid partially from a source other than the State Instructional Budget, the standard teaching responsibilities shall be prorated accordingly.~~

Teaching, Research, Creative Activities, Extension, Service, Outreach, Administration: As used in this policy, these terms include those components noted in UW Regulations ~~5-803-2-7~~ and ~~5-8042-8~~, a further described in Standard Administrative Policies and Procedures.

III. POLICY

The University maintains a flexible workload policy that allows for academic units to capitalize on each faculty member's strengths and to meet the mission of the university, college and academic unit. Academic unit heads determine individual workload expectations that are consistent with the overall mission of the academic unit, college and university. Academic unit heads are responsible for meeting with each faculty member to discuss workload and for enforcing faculty workloads in accordance with University regulations and Standard Administrative Policies and Procedures.

The fundamental responsibility of the faculty of the University of Wyoming is teaching. ~~All faculty must participate in meeting this responsibility. The standard teaching responsibility workload for full-time University of Wyoming faculty is twelve-twenty-four (credits per semester-24) credits per academic year for faculty while-assigned exclusively~~

Commented [TBB1]: This section was added to reflect new language proposed in UW 2-1.

to undergraduate teaching ~~and nine credits per semester~~ eighteen (18) credits for faculty who ~~are assigned to graduate and undergraduate level teaching, whose responsibilities include research, creative activities, extension, service, or administration.~~

The standard teaching load for research-active faculty is fifteen (15) credits per academic year. However, faculty involved in substantial research and creative activities may be released from some additional, but not all, teaching obligations.

Significant administrative responsibilities may release faculty from teaching responsibilities, whereas service such as routine advising, occasional outreach activities, and participation in University governance are expected responsibilities within the standard teaching load.

As part of their normal workload responsibilities, faculty ~~will~~ shall maintain scheduled office hours in accordance with their college's or academic unit policy.

~~In accordance with University policies, b. The teaching responsibility may vary from the above standards depending upon the nature and significance of the teaching, research, creative activities, service or administration as described in Faculty Senate Bill 248 (approved December 7, 1992). Established annual University evaluation review procedures shall be used implemented annually to evaluate determine each faculty member's performance and responsibilities with respect to the standard workload and to determine if adjustments should be made. - These procedures include annual faculty updates and written assessments by academic unit head. Adjustments to the standard workload shall be approved by the s and directors as well as Ddean. The Provost and Vice President of Academic Affairs, in consultation with the President, shall have final authority over faculty workload distributions.s' written evaluations. All adjustments that may be made must conform to written guidelines developed and approved by the respective departments and colleges. These guidelines are subject to review and ratification by the appropriate dean and the University Workload Committee.~~

IV. ADJUSTING TEACHING LOAD

Criteria for adjusting teaching load fall into four categories:

- A. Excellence in research and creative activity, including scholarship associated with the transfer of University technology to the private sector;
- B. Graduate and undergraduate student research supervision;
- C. Large class instruction and supervision of instructional experiences in clinical, professional and field settings.
- D. Professional service, such as a Presidency of a professional organization or editor of a professional journal, and service to the university, such as administration, coordination and advising of graduate and undergraduate programs, cooperative

Commented [TBB2]: The current regulation specifies workload when faculty is assigned exclusively to undergraduate teaching (i.e., 12 credits per semester) but it does not specify workload when the assignment includes undergraduate and graduate teaching. The current regulation allows for variation in teaching load depending on nature and significance of teaching. This addition provides a metric for standard teaching workload when faculty are assigned a combination of undergraduate and graduate courses.

Commented [TBB3]: This section was added to further clarify standard teaching load for faculty who have research assignments. Consistent with the current regulation and practice, this addition allows for further adjustments when faculty are involved in substantial research and creative activities. A teaching load of 15 credits (3-2 load) is consistent with the existing regulation and the standardized baseline for assigning teaching responsibilities for tenure stream faculty that was established by President Nichols in May, 2016.

extension, statewide engagement, and clinical/professional practice, and service to the profession.

Consistent with existing procedures and policies, ~~A~~academic ~~U~~nit ~~H~~eads ~~and program directors~~ along with their ~~D~~ean have the responsibility to ensure that the allocation of responsibilities for teaching, research, creative activities, extension, outreach/engagement, and service in each faculty member's workload is consistent with this policy averaged over a two-year period. The ~~D~~eans of the colleges and ~~D~~irectors 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 workload policy.

Commented [TBB4]:
These are the categories outlined and further described in Academic Affairs' current procedures and guidelines documents on adjusting job descriptions, adopted in 2016. See <http://www.uwyo.edu/acadaffairs/policies/employment.html>

V. SUPPLEMENTAL TEACHING

Faculty on academic year appointments may receive supplemental pay for additional teaching in the summer or during the winter (J-Term) or for courses delivered online, providing these courses are not included in the standard teaching load.

Commented [TBB5]: Section was added to clarify when supplemental pay is provided. This information is consistent with UW Regulations 5-2 (Employment Provisions Applicable to All Personnel) and 2-3 (Vacation, Sick Leave, and Compensation for Faculty and University Officers).

VI. REPORT

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

OBJECTIVES:

Commented [TBB6]: Section removed – not needed.

The objectives of the Faculty Workload Policy are:

- a. ~~To define the professional responsibilities of University of Wyoming faculty with regard to teaching, research, creative activities, extension, service and outreach.~~
- b. ~~To emphasize the University's commitment to teaching, particularly at the undergraduate level.~~
- e. ~~To communicate faculty responsibilities to all interested parties, including those outside the University.~~
- d. ~~To establish mechanisms for accountability of faculty workloads.~~

~~This document sets forth principles, the workload policy itself, workload policy issues, the structure and functions of the University Faculty Workload Committee and key definitions.~~

1. PRINCIPLES:

Commented [TBB7]: Deleted – principles will be integrated into a SAPP or white paper, as appropriate.

~~This faculty workload policy establishes consistent, University wide standards for assigning faculty responsibilities. It emphasizes the development of guidelines at the~~

~~department, division, or college level. It incorporates several fundamental principles that govern academic life at the University, as summarized below:~~

~~a. Mission Statement. The University is the only four-year and postgraduate institution of higher learning in the State. It has an obligation to offer excellent baccalaureate instruction, graduate programs of recognized excellence, outstanding scholarship, and superior outreach and extension activities.~~

~~b. Agenda 2000. The University has a set of ambitious goals to accomplish its mission. The following goals have direct relevance to faculty workload: to expand the quality and richness of undergraduate, graduate, and professional instruction; to recruit and retain excellent faculty; to increase the quality and quantity of research and creative activities; and to increase awareness of faculty research and creative achievements by peer institutions and the public.~~

~~c. UW Regulations 5-803 and 5-804. Any workload policy must respect existing regulations regarding the responsibilities of, and evaluation procedures for, faculty and academic administrators who hold faculty rank. For faculty, the "criteria for reappointment, promotion, and tenure decisions are creative development, advancement, and dissemination of knowledge. These criteria may be demonstrated in the main functions of teaching; research; creative contributions; extension; service to the state of Wyoming; professional service; and, other University-related activities and services." Opportunities for academic administrators to fulfill their faculty responsibilities must be provided.~~

~~d. Character of the Institution. Rare among American state universities, the University of Wyoming is a "university that feels like a college." To preserve this character, University faculty and officers, and citizens of the State must recognize teaching, research, creative activities, extension, service and outreach as closely intertwined, not mutually competitive. Faculty members must teach with distinction, and their teaching must be inspired by creativity and recognized scholarship.~~

~~e. Demands on the Professorate. For faculty members to attain excellence in teaching, research, creative activities, and extension, no single activity must preclude any other. Even the most active researchers on campus have a responsibility to teach. Classroom teaching assignments should be consistent with the University's commitment to distinguished faculty scholarship and the need to offer courses and instructional resources that are responsive to the curricular needs of students. All faculty are also expected to keep up-to-date in their discipline through ongoing professional development.~~

~~f. AAUP Guidelines. The American Association of University Professors has established guidelines that universities should follow if they are to encourage optimum academic performance from professors and attract quality faculty. These guidelines identify preferred teaching loads of nine credits per week for undergraduate instruction and six credits per week for instruction partly or entirely at the graduate level. The AAUP observes that the majority of institutions "noted for the effectiveness of their faculties in teaching and scholarship" allow adjustments for "heavier than normal duties in counseling, program~~

Commented [TBB8]: Outdated.

~~development, administration, research, and many other activities." (AAUP Policy Documents and Reports, 1990, pp. 163-166)~~

~~g. Academic Diversity. Scholarship and accreditation requirements and modes of teaching vary widely across disciplines. For each hour in the classroom, a faculty member spends several hours in course preparation, grading, and advising and consultations with students. The amount of time required for these tasks is highly variable given the diversity of courses and disciplines at the University. Excellence demands that faculty members measure their accomplishments against the appropriate standards in their disciplines. Consequently, attempts to quantify productivity precisely and uniformly throughout the University are less effective than assessments based upon discipline-specific standards.~~

5. WORKLOAD POLICY ISSUES:

~~a. Accountability. To ensure accountability, this policy relies on existing reporting mechanisms such as annual faculty updates, the present administrative structure from the department head through the Board of Trustees, UW Regulations, and workload guidelines developed by the department, division, or college. As an independent check on the adherence of guidelines to this policy, the Provost and Faculty Senate have joint responsibility to establish a University Faculty Workload Committee as described in Faculty Senate Bill 248.~~

~~b. Documentation of Accountability. The written record of accountability of a faculty member's teaching, research, creative activities, extension and service includes at least the following: the annual faculty update, the annual evaluation of each faculty member's professional performance by the department head and the dean, and plans of expected performance developed by the faculty member in cooperation with the department head or director and approved by the dean. The faculty member's annual workload should be reflected in the initial job description and subsequent modifications.~~

~~e. Development of Guidelines. No faculty member may be released from all teaching duties. Each college is responsible for developing guidelines related to independent study and other out-of-classroom teaching that promote the desirable aspects of one-on-one instruction but avoid abuses. The faculty of each department, division, or college must be involved in the development and approval of the workload guidelines before they are sent to the appropriate dean and the University Faculty Workload Committee for review and approval.~~

~~d. Timeline. All units must develop and submit guidelines for implementation of the Faculty Workload Policy to the University Faculty Workload Committee. Unit guidelines will be reviewed, approved or returned to the unit for revision if necessary. All guidelines must meet the approval of the University Faculty Workload Committee by December 15, 1993.~~

Commented [TBB9]: Deleted – could be useful for a white paper and/or integrated into a SAPP.

Draft 3-8-19

Endorsed by the Trustees AA/SA Committee 2-28-19

Endorsed by the Trustees Regulation Committee 3-6-19

~~6. THE UNIVERSITY FACULTY WORKLOAD COMMITTEE~~

~~a. Rationale. The University Faculty Workload Committee exists to ensure that the guidelines developed by each unit adhere to this University Faculty Workload Policy and the principles upon which it is based.~~

~~b. Functions. The function of this committee is to approve, suggest modifications to, or disapprove unit level guidelines submitted to it by the colleges. The University Faculty Workload Committee will not create guidelines nor impose guidelines upon units. Based on the Principle of Academic Diversity as set forth in the beginning of this document, the comparison of workloads across colleges by means of numerical values is a direct violation of the assumptions of this Workload Policy. It is not the responsibility of this committee to evaluate the workloads of individual faculty members. If individual faculty members wish to appeal their workloads, they may do so through the existing grievance procedure of the University (University Regulation 35). If changes to the committee's duties, composition, existence, or this policy are deemed advisable, the committee shall make such recommendations to the Faculty Senate for approval. This committee shall provide the Board of Trustees, the President and the Faculty Senate with both an annual written evaluation of the implementation and effectiveness of the University Faculty Workload Policy, and copies of approved workload guidelines of departments and colleges.~~

~~c. Composition. The University Faculty Workload Committee will consist of three deans selected by the Deans' Executive Council, three tenured faculty selected by the Executive Committee of the Faculty Senate, an ex-officio (without vote) representative from ASUW, and the Provost (or designee) serving as chair. The members of the committee will serve staggered two year terms.~~

~~7. KEY DEFINITIONS.~~

~~The Board of Trustees shall have a continuing responsibility to oversee implementation and effectiveness of the policy and to amend or modify the same as deemed necessary.~~

Commented [TBB10]: This committee is inactive – unclear if it was ever implemented. If regulations are going to be on a regular review schedule, faculty senate shall be involved in ongoing review of policy.

Commented [TBB11]: We propose this to be the responsibility of the Provost, in consultation with the President (see above).

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

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