



Office of Academic Affairs

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TO: Tenure Track and Tenured Professors
FROM: David L. Jones, Vice President of Academic Affairs *DJ*
CC: Deans and Directors
RE: Implementing Standard Teaching Load

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. While the university's faculty workload policy establishes two standard teaching loads for full-time faculty (i.e., 12 credits per semester for faculty while assigned exclusively to undergraduate teaching; 9 credits per semester for faculty whose responsibilities include research, creative activities, extension, service, or administration), it also allows for variation depending on the nature and significance of the teaching, research, creative activities, service or administration. The new standardized baseline for assigning teaching responsibilities to tenure stream faculty allows for this variation by starting at 9 credits for one semester and 6 credits for the second semester.

Established in 2006, our 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, the new baseline for assigning teaching to tenure stream faculty will be 15 credit hours per academic year (e.g., 3-2/2-3 load; or 62.5% of the full-time workload). The remaining percentage of the workload will be distributed among other duties associated with research/creative activity, service and advising.

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 faculty to individualize job descriptions, and adjust them when appropriate, so that they best match the faculty's talent and expertise, are consistent with discipline specific expectations and guidelines, and are aligned with institutional need and mission. This practice of adjusting workload 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 2016-17 and discuss possible changes that might be necessary in order to comply with the new standard.

Hereafter, job descriptions will be reviewed on an annual basis. Specific allocation of duties may change throughout a faculty member's employment, including the six-year probationary period when tenure track faculty undergo annual reappointment reviews. Performance standards and expectations for reappointment, tenure, promotion (RTP) and post-tenure must be consistent with

allocation of duties in a faculty member's job description. This fall, academic units will be instructed to commence a review of current performance evaluation documents, including RTP and post-tenure 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 this week on our 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.