

# **UW REGULATION 5-807**

## **Faculty Workload Policy**

### **1. PURPOSE.**

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.

### **2. OBJECTIVES.**

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.
- c. 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.

### **3. PRINCIPLES.**

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 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.

#### **4. THE FACULTY WORKLOAD POLICY.**

The fundamental responsibility of the faculty of the University of Wyoming is teaching. All faculty must participate in meeting this responsibility.

a. The standard teaching responsibility for full-time University of Wyoming faculty is:

- i. Twelve credits per semester for faculty while assigned exclusively to undergraduate teaching.
- ii. Nine credits per semester for faculty whose responsibilities include research, creative activities, extension, service, or administration.

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 procedures shall be used to determine each faculty member's responsibilities with respect to the standard workload. These procedures include annual faculty updates and written assessments by department heads and directors as well as deans' 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.

c. As part of their normal workload responsibilities, faculty will maintain scheduled office hours in accordance with their college's policy.

d. Consistent with existing procedures and policies, department heads and program directors along with their dean have the responsibility to ensure that the allocation of responsibilities for teaching, research, creative activities, extension and service in each faculty member's workload is consistent with this policy averaged over a two-year period. The deans of the colleges are responsible for assuring that departments and programs under their supervision are held accountable to the standards set forth in this workload policy.

## **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.

c. 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.

## **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.**

a. 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 1-1. 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.

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

c. Teaching, Research, Creative Activities, Extension, Service, Administration. As used in this policy, these terms include those components noted in UW Regulations 5-803 and 5-804.

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.

Source:

University Regulation 807; adopted 7/17/08 Board of Trustees meeting