

Work Load Policy

Department of Information Technology and Decision Sciences (4/27/1994; updated with Dept. name change 4/7/2005, Adopted by Faculty vote 12/5/2008)

Faculty workloads in the Department of Information Technology and Decision Sciences shall be developed according to the following standards and criteria. The responsibility for assigning faculty workloads shall rest with the department chair. Workloads for individual faculty shall be determined according to procedures that maximize the department's overall quality and effectiveness. The collective faculty work assignments should yield a balanced portfolio of activities for the department.

Because chairs are responsible for managing department resources, including developing the course schedule, they are responsible for making faculty teaching assignments. The course schedule must be developed in such a way as to be responsive primarily to student needs, but also to the requirements of accrediting agencies and other such external bodies, such as the Coordinating Board, as needs arise. The course schedule and the associated faculty resources must serve the greatest departmental institutional needs. Probationary faculty should have workload assignments that permit an emphasis on those activities most important for success in the tenure and promotion process – typically with reduced emphasis on service responsibilities.

The assignments of workloads are subject to the following criteria:

- a. Each workload must be developed in the context of the instructional and service needs of the department.
- b. A “normal” class size and delivery method, responsibility for a single class in a given semester would represent 10% of faculty effort. Larger classes, innovative teaching methods, use of distributed learning techniques, oversight of teaching assistants or fellows, coordination of multi-section courses, etc. may require more than 10%, and must be determined by the department chair.
- c. Research and service contributions vary significantly across the faculty. Hence, for reasons of equity, teaching assignments and loads must vary. Therefore, fixed teaching loads for all faculty members in a unit are not acceptable.
- d. Except for adjustments made for the purpose of implementation of this policy no faculty member is permitted to apply 0% to any of the workload areas (teaching, research/creative activities, and professional service).

For purposes of calculating equivalent courses the following procedures will be used:

- a. A three credit hour course (undergraduate or graduate) is equivalent to one course.
- b. When a course size exceeds 59 students it will be considered a larger than “normal” class.
- c. Independent study courses at the undergraduate, masters, and doctoral level, count only when the course is taken for grade. The weighing factors used will be those found in the Faculty Handbook at the time of the assignment. In no case will individual instruction in a single course generate more course equivalence than if the course was taught as a regularly scheduled, organized class.
- d. Predissertation and Dissertation course work and hours will be counted as described in the Faculty Handbook.

When the University or College adopts a new work load policy, this policy will be revised and submitted to the faculty for approval within 30 days of the start of the next regular (fall or spring) semester.