

Policy on Faculty Workload

Version: 1.0

Effective Date: September 26, 2017

1.0 PROLOGUE

This document replaces the corresponding policies related to faculty workload contained within the Faculty Manual of the former School of Public Health and the bi-laws of the School of Social Work. This policy was approved by majority vote of the College faculty council on April 22, 2016 to become the Faculty Manual of the College for Public Health and Social Justice. Forthcoming policies on faculty performance and tenure and promotion will be consistent with this workload policy. This policy was developed through a process of joint discussion between College faculty and administration and describes the following practices:

1. All tenured and tenure-track faculty are expected to be engaged in teaching, research and service.
2. At a minimum, allocation of effort should support advancement to tenure, promotion and career development.
3. Chairs/School Directors (SD) have flexibility to determine workload consistent with a faculty member's rank, goals, contracted responsibilities (e.g., research grants or contracts), performance expectations, faculty assets, areas of development, and department/school and college-level goals.
4. Chairs/SD have discretion to assign additional duties (administrative, teaching, service, research) when a faculty member is not meeting expectations in a performance area.
5. In the event that workload adjustments are required

2.0. TEACHING

Effort for teaching a 3-credit hour course is estimated to be 12.5% FTE of a 9-month contract, which is the equivalent of 3 workload units as described in the SLU workload policy 1.0 dated March 1, 2016. In some circumstances, specific effort allocated for teaching a course (and for other teaching activity) may be negotiated between the faculty and the Chair/SD and may depend on factors such as:

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|---------------------------|--|
| Teaching experience | Teaching support |
| Class size | On-line or technology demand |
| Type of students enrolled | Community service components |
| Prep time or contact time | Whether or not the course being developed is new or being taught for the first time by the faculty member (i.e., "new prep") |
| Need for course redesign | |

In consideration of Units' summer teaching needs (including training programs or institutes), teaching over summer may be considered toward faculty workload for teaching. However, courses taught in summer will not be counted both toward the required academic year teaching load and also paid for summer salary; faculty requesting summer pay for teaching must have met their teaching responsibilities for the academic year as described herein.

For those faculty engaged in field education, workload for course equivalencies is determined at the departments/school level.

Tenured and tenure-track faculty. All faculty, regardless of rank, external funding or other responsibilities are expected to teach at least one course during the academic year. Workload for tenured and

Non-tenure-track faculty. The standard teaching load for non-tenure track faculty is 7 courses per academic year (the equivalent of 21 workload units). The 3 remaining workload units for faculty teaching 7 courses will be determined by the faculty member and the Chair, but may include student advising, professional activities or service commitments. Because circumstances of non-tenure track faculty vary widely, the overall allocation of job functions may be different across non-tenure-track faculty and will vary based on specific positions (e.g., research faculty, clinical faculty). The workload allocation for non-tenure-track faculty will be determined by the Chair/SD with oversight from the Dean and must consider criteria for promotion.

3.0. RESEARCH, SCHOLARSHIP AND EXTERNAL FUNDING

College support is provided for all faculty to allocate 25% FTE to research. Each unit should specify research productivity expectations for this effort appropriate to its discipline. These expectations must be aligned with the College tenure and promotion criteria.

The workload of faculty with research support on grants or contracts will allow for budgeted time toward the research effort and will be offset by a reduction in teaching responsibilities as described in the previous section. Workload allocation should also account for circumstances where the budgeted FTE does not cover or fully cover faculty salary, for example a) unfunded research, b) internal research grants for which faculty salary is not an allowable cost or c) when the budgeted research time on a grant is not sufficient for the faculty

