

## Procedure for Faculty Workloads

**Procedure Title:** Faculty Workloads

**Department Responsible:** College of Education

**Contact Person and Title:** Department Chair

**Procedure:** Workload in the College of Education is shaped by three main elements: teaching, service, and research. The procedure details how each is governed.

Teaching - The teaching of one 3-credit hour course represents an effort allocation equal to 20% of a faculty member's time. The default teaching norm for all tenure-track faculty members is 2 courses per semester, or a .4 work allocation norm. All tenured faculty members are also expected to carry a .40 teaching obligation, but they may have their effort allocation norms differentiated to reflect differences in teaching, service, and research. Tenure-track and tenured faculty may also buy-out of their teaching obligations according to the College's buy-out practice (see Course Buyouts). Renewable contract faculty members (clinical faculty) are expected to teach 5 courses per semester, depending on their other obligations, which may include both research and/or service expectations, as negotiated by the Department Head. No research norm is accorded to clinical faculty, but one may be assigned to a clinical faculty member, in negotiation with the Department Head. All workload assignments are made by Department Heads and approved by the Dean.

Research - The default norm for research conduct is 40% of a faculty member's time (or .4) for tenured and tenure track faculty members. Tenured faculty members may reduce their research profile to accommodate more teaching or more service, but the effort allocation norm for research may not go below .20. Buy-out efforts and other factors (such as sabbaticals, Fulbright assignments, and special projects) may result in increasing the research norm. No research norm is accorded to clinical faculty, but one may be assigned to a clinical faculty member, in negotiation with the Department Head.

Service - Work allocation norms assigned to service include work done in both professional and public settings. The default norm for tenured and tenure track faculty is .20 and is inclusive of service work conducted within university, college, and departmental setting, as well as work done in service to one's professional field, such as serving as an editor to a journal or an officer to a professional group.

Faculty salaries are adjudicated in relation to a faculty member's norms. Thus, a .40 research norm not only represents the weight used to calculate the contribution that research makes in the salary setting process; it also outlines the expectation of performance, meaning that a .4 research norm should yield work reasonably equal to what one might expect from a work effort that reflects 40% of a faculty's member time.

**What Policy is Connected?** UA Faculty Handbook, Chapter 3, Section VIII

**Scope:** College of Education Faculty