

SOULES COLLEGE OF BUSINESS

ANNUAL WORKLOAD POLICY

The annual workload for Soules College of Business faculty is distributed across teaching, research, and service. The apportionment of workload responsibilities for each faculty member may vary across the teaching, research, and service areas, and may also vary from one year to another.

The allocation of workload among the teaching, research, and service categories is to be determined at the annual review conference held each Spring Semester between the faculty member and Chair/Coordinator and noted on the Annual Evaluation Form. Changes in the workload weights may be initiated by the Chair/Coordinator based on unanticipated changes in student demand, staffing availability, budget constraints, and other relevant considerations that necessitates reallocation of workload assignments during the year. Any such change should be communicated to the faculty member as soon as possible.

In making workload assignments, the Chair/Coordinator shall use the following guidelines.

- Tenure-track faculty members normally shall be assigned duties with greater emphasis on research and teaching and less emphasis on service.

This policy recognizes that the service requirement for tenure-track faculty should be lower than average while they are establishing their research agendas and developing their expertise in teaching.

- Tenured faculty may be assigned duties that encompass various combinations of teaching, research, and service.

A faculty member's combination of teaching, research, and service will be determined by the Chair/Coordinator and the faculty member. Each faculty member's duties will include a ***minimum of teaching - 30 percent, research - 30 percent, and service - 10 percent.***

It is recognized that circumstances may arise when a faculty member may be called upon to perform duties that will result in substantial deviations from normal workload assignments.

- Lecturers and senior lecturers, normally shall be assigned duties that are primarily in the teaching and service areas. Normally there will be no research expectation for faculty with the IP status (research = 0 percent). However, a research allocation *could* be assigned with agreement of the Chair/Coordinator and the faculty member for those with the SP status. Any research allocation assigned will have no bearing on the teaching load of the faculty member.
- Faculty members will normally be assigned between 10 and 20 percent workload service responsibility for faculty governance, committee assignments, and other appropriate approved activities inside and outside the University.
- Research is required for promotion, tenure, and other performance evaluations. However, workload allocations for research shall be made on the basis of expectations and performance. Poor research performance, for example, might result in higher teaching assignments. But, a faculty member is never relieved of research responsibility with regard to promotion, tenure, or other performance evaluations.
- The Chair/Coordinator may assign a faculty member a greater workload allocation to research. Significant research allocations are particularly assigned to tenure-track faculty members. Establishing and maintaining a successful research agenda is a requirement for all faculty members wishing to be recommended for tenure and /or promotion.
- Teaching loads may vary from semester to semester and year to year based on staffing needs, changing student demand, and other pertinent factors. Typically, a faculty member will teach 9 hours per semester. However, following the University *Handbook of Operating Procedures*, non-tenure-track faculty would be expected to carry a heavier teaching load and faculty teaching doctoral classes would teach fewer classes. In either case, the workload percentage for teaching would be adjusted to reflect the teaching load with the corresponding change in the research and service percentages.