

# University Policy on Faculty Workload

**Version:** 1.0

**Responsible University Official:** Provost

**Effective Date:** March 1, 2016

## 1.0 PROLOGUE

Saint Louis University is a research university in the Jesuit tradition that includes a rich variety of undergraduate, graduate, and professional programs. To ensure excellence in these programs, and to ensure equity in the evaluation of faculty, responsibilities must be allocated among faculty in an effective and equitable manner. This allocation is commonly addressed by institutions of higher education through a “faculty workload policy.”

Given the variety of programs at Saint Louis University, the specific assignment of faculty responsibilities will of necessity vary considerably across and within the respective academic units. There is nonetheless a need for clear understanding and an articulation of the performance expectations for faculty. A written workload policy for each program or department is essential to satisfy this need. It is, moreover, necessary and appropriate that these unit-level policies be consistent with general, university-wide expectations of the workload for which each faculty member is responsible. This policy addresses these needs and establishes university-wide expectations for the workload policies to be developed by the respective academic units and sets forth procedures the units will be expected to follow in meeting those expectations.

## 2.0 SCOPE

This policy applies to all full-time tenured, tenure-track, and non-tenure-track faculty University-wide; application to part-time and adjunct faculty is at the discretion of the respective dean, director, or chair.

## 3.0 DEFINITIONS

**Academic Unit:** A school, college, center, library or other organization under the leadership of a Dean, Director, or other administrator who reports directly to the Provost or to the Vice President for Medical Affairs.

**Workload unit:** A workload unit is approximately equivalent to one credit hour spent in scheduled classroom teaching. However, since classes vary according to size, level, degree of preparation and other

dissertations must also be determined by the academic units. Faculty with job descriptions that do not lend themselves to being expressed in terms of equivalents to credit hours of teaching – for instance, library, clinical, or medical school faculty – may determine a different measure to serve as a workload unit.

***Faculty Workload:*** A faculty member’s complete responsibilities for a semester or year that includes a distribution of duties relating to teaching, research, service, health care, or other specified activities that are necessary to carry out the mission of each academic program or unit.

***Standard Workload:*** A statement of responsibility for a classification or classifications of faculty within a department, program, or academic unit that includes a distribution of effort among teaching, research, service, health care or other activities for which faculty will generally be responsible.

***Teaching Workload:*** A faculty member’s duties related to teaching, such as in-class instruction, advising, supervision of students, and course development.

***Research:*** For the purposes of this document, research -1.6(m)02 -1.152 Td [(a)STS]TJ 0.002 Tc -0.002 Tw 02.00220

in consultation with the chairs of departments, or other administrative leaders are responsible for overseeing, reviewing, and approving workload policies developed by the faculty to ensure consistency with the needs, objectives, and strategic priorities of the respective programs or departments, as well as conformity with the university-wide faculty workload policy established herein.

4. Individual faculty members are responsible for performing their assigned workload in ways that promote academic excellence and are consistent with the University’s mission. Nonetheless, faculty members differ in their interests, needs, talents, and strengths. The University embraces, values, and encourages this diversity among its faculty. Accordingly, workload policies should be sufficiently flexible to facilitate and encourage each faculty member to do what they do best, subject to the needs, objectives, and strategic priorities of the program, department, or academic unit(s) to which the faculty member is assigned. For units with variable workloads, there must be variable paths to promotion or promotion with tenure for faculty assuming various teaching, research and service obligations. In addition, workload policies must accommodate University policies related to leaves for family or medical issues and approved sabbaticals. Workload policies and workload allocations must be consistent with promotion and promotion with tenure requirements.
5. The workload policies established by the respective departments, programs and academic units must meet the following expectations:

- a. The total number of yearly workload units for all faculty members should be proportionately equivalent – but variable, depending on annual faculty contract length – as follows:

Length of Faculty Contract	9 mo.	10 mo.	11 mo.	12 mo.
Total Yearly Workload Units	24 units	26.5 units	29 units	32 units

***Note:** For the sake of simplicity, the remainder of the policy generally references solely faculty serving on nine-month contracts and, therefore, responsible for 24 workload units. However, all policy statements apply, proportionately, to all faculty on all contract lengths, as identified in the table above.*

Departments, programs, and/or academic units that define workload units in terms different than credit hour equivalents may express the total number of workload units for each faculty in other ways.

- b. The maximum teaching workload for faculty per semester will generally be 12 workload units. Over the course of a standard two semester academic year (for those on nine-month contracts), ss shoul4.7(ont)6.4.6(l)6.2( pol)6.3(i1p0p62 Tw 0 -1.1 .6(c)-1. (-1.6(ont)6.2(r)-0.8(x6.3(e))-1.6(f2

- c. The American Association of University Professors states that at universities noted for the effectiveness of their faculties in teaching and scholarship, the norm for teaching is lower. In such universities, the norm for teaching in a department with expectations appropriate for undergraduate-only programs is nine hours a week, and the norm for teaching in a department with expectations appropriate for graduate programs is six hours a week. For individuals with heavier-than-normal duties in counseling, program development, administration, research, and many other activities, the usual teaching load is still lower.
  - d. Faculty who are assigned teaching workloads of less than 12 workload units per semester must also be responsible for research, service, health care, administration and/or other obligations which, when aggregated with an assigned teaching workload, will generally be equivalent in effort to the maximum teaching workload of 12 workload units per semester.
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college/school/center/ program) needs, objectives, or strategic priorities. Individual faculty workloads are to be reviewed annually by the chair (or dean/director), in consultation with the respective faculty members, and modified as needed to ensure that distributed workload expectations align with annual reviews of faculty performance.

## 8.0 REVIEW SCHEDULE

This policy will be reviewed by the Faculty Senate in 2019.

## 9.0 APPROVALS

**This policy was:**

1. Approved by the Faculty Senate: *January 26, 2016*
2. Modified and Adopted by Provost Nancy Brickhouse: *February 29, 2016*