
WORK LOAD FOR OFFICIAL FACULTY

PURPOSE: To establish university-wide policies and procedures governing the assignment of work load for members of the official faculty (excluding library faculty) who occupy full-time positions in academic departments, have academic rank, and are eligible for tenure.

I. DEFINITIONS

Members of the official faculty (as defined in BSU policy 7000, but excluding library faculty) who occupy full-time positions in academic departments, have academic rank, and are eligible for tenure, are referred to as members of the faculty or faculty members. The word scholarship is used to refer to all forms of research and creative activity carried out by a faculty member.

II. BASIC PRINCIPLES

The regularly assigned duties of all members of the faculty consist of teaching, scholarship, and service each academic year. The distribution of effort among teaching, scholarship, and service may vary from faculty member to faculty member and from fall semester to spring semester. However, the distribution of effort should always balance the scholarly and service interests of individual faculty members with their responsibility to deliver academic programs of high quality. This variation in the distribution of faculty effort is desirable because it allows optimization of faculty contributions to professional and institutional goals.

III. GENERAL DISTRIBUTION REQUIREMENTS

The work load of a faculty member is represented by 30 work-load units per academic year. These units must be distributed according to the following formula which is to be satisfied on an academic-year basis:

Teaching:	$6 + x$	Example:	Teaching:	$6 + 12$
Scholarship:	$2 + y$		Scholarship:	$2 + 4$
Service:	$\frac{2 + z}{30}$		Service:	$\frac{2 + 4}{30}$

The sum of the work-load variable x , y , and z must equal 20 units. The example shows the work load for a faculty member who is assigned 18 units of teaching (60% of effort), 6 units of scholarship (20% of effort), and 6 units of service (20% of effort), for a total of 30 units over the academic year (100% of effort). Colleges and departments may place restrictions on the range of values allowed for any of the work-load variables x , y and z as long as the sum of x , y , and z remains equal to 20 units.

IV. WORK-LOAD VALUE OF TEACHING AND SERVICE ACTIVITIES

- A. Total Work Load: The work load for an individual full-time faculty member may vary from the fall to the spring semester of an academic year, but must always total 15 units for each semester, and 30 units for the academic year.
- B. Lecture Courses: A lecture course is an established on-campus course that consists entirely of class meetings devoted to the presentation and discussion of course content and student assignments. The work-load value (units) assigned to an undergraduate lecture course is normally identical to the number of course credits. An optional adjustment (increase or decrease in units) may be used by a department to take into account additional factors that significantly impact effort (such as large enrollment, help from graduate teaching assistants, service learning, or hybrid courses).
- C. Clinical Courses: A clinical course is a course taught in a clinic, K-12 classroom, office, courtroom, field camp, or similar setting, with an emphasis on the practice of professional skills under the supervision of a university-authorized preceptor. The work-load value (units) assigned to an undergraduate or graduate clinical course is determined by each department subject to constraints imposed by the policies of the department and college. If a specialized accrediting body places limits on the teaching of clinical courses in a particular program, then these limits must be respected by college and department work-load policies.
- D. Other Courses: The university offers a large number of undergraduate and graduate courses that are not easily classified as lecture or clinical courses, such as independent study, foreign study, practicum or internship, conference or workshop, seminar, readings and conference, directed research, courses taught by distance methods, laboratory courses, and courses that include a laboratory (or similar requirement) that is not assigned separate credit. The work-load value (units) assigned to each of these types of courses is determined by each department subject to constraints imposed by the policies of the department and college.
- E. Graduate Culminating Activities: Effort expended by a faculty member on graduate culminating activities (e.g., thesis, project, dissertation) is included as part of the teaching work load, but only to the extent that the culminating activities are represented by registered academic credits. The work-load value (units) assigned to a graduate culminating activity is determined by each department subject to constraints imposed by the policies of the department and college.
- F. Departmental Administrative Assignments: The work load represented by departmental administrative assignments (e.g., chair, director, coordinator) during the academic year is included in the service work load. The work-load value (units) assigned to an administrative assignment is determined by each department subject to constraints imposed by the policies of the department and college.
- G. General Student Advising: The work load represented by general student advising that is not associated with a particular course or graduate culminating activity is included in the service work load. The work-load value (units) assigned to an administrative assignment is determined by each department subject to constraints imposed by the policies of the

department and college.

V. DEVELOPMENT OF WORK-LOAD POLICIES AND PROCEDURES WITHIN THE COLLEGES AND DEPARTMENTS

- A. Each college and department is responsible for developing and maintaining written work-load policies and procedures that have been approved by the college dean. There must be consistency within the hierarchy of policies and procedures; that is, the department policies and procedures must be consistent with the college policies and procedures, and the college policies and procedures must be consistent with this (university) policy.
- B. At a minimum, the policies and procedures developed by a department must require the following: (1) uniform application to all faculty members of the department; (2) for each faculty member, joint development (by the faculty member and department chair) of an annual written work-load description that is approved by the department chair and college dean prior to the start of the academic year; (3) linkage of the annual work-load description to the annual faculty evaluation; and (4) definition of a mechanism for implementing work-load modifications during the academic year as the need arises.
- C. If the workloads of individual faculty members and/or collective faculty within a department/unit exceed the 30 unit per faculty member limit set by this policy, the appropriate chair, dean, or provost will re-examine workload assignments and bring them into conformity with this policy. If necessity demands that faculty workload exceeds the 30 unit limit, faculty members will receive additional compensation.

VI. WORK-LOAD ASSIGNMENT IN THE CASE OF A SALARY BUYOUT

As described in university policy 6100, a faculty member can be paid (in whole or in part) by a sponsored project during an academic year under an arrangement known as a salary buyout. In the case of a salary buyout, the work load of the faculty member continues to total 30 units for the academic year, but the work-load distribution now includes a prescribed number of units assigned to the sponsored project, and it may not be possible to meet the distribution requirements among teaching, scholarship, and service stated in section III. The percentage of the total academic-year salary of the faculty member paid by the sponsored project is the same as the percentage of the total academic-year work load assigned to the sponsored project.

VII. EXCEPTIONS

This policy does not apply to faculty members on sabbatical leave, military leave, family medical leave, or sick leave.