

Utah Tech University Policy

635: Faculty Workload



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I. Purpose

- 1.1 To establish the Utah Tech University (“the University”) annual teaching and service obligations of all members of the full-time faculty (see Policy 631).

II. Scope

- 2.1 The annual teaching obligation of all members of the full-time faculty

III. Definitions

- 3.1 ***Faculty Workload:*** As described in Policy 633, faculty workload shall consist of a range of duties within the larger areas of instruction and instructionally-related activities, service, scholarship, and creative activity.
- 3.2 ***The Faculty Workload Committee:*** The group assigned to ensure that workload assignments are equivalent across University premises and appropriate in all academic disciplines.
- 3.3 ***The Faculty Workload Model:*** Addendum 635a contains equivalency definitions, class categorizations, and workload formulae. These definitions, categorizations, and formulae will account for such variables as class size, the nature of instruction, laboratory or clinical contact time, artistic performance responsibilities, reassigned time for administrative duties, and other factors determined relevant by the Faculty Workload Committee. The model also details credit equivalencies for ongoing faculty reassignment.
- 3.4 ***Librarianship:*** Librarianship involves activities that facilitate information access.
- 3.5 ***Overload:*** When a contracted faculty member teaches more than the

disciplinary distribution of workload in a semester, the faculty member shall be compensated with the appropriate contract, as outlined in Policy 643.

3.6 *Summer Session Compensation:* A separate formal agreement, limited to no more than 12 credits workload. Summer Session compensation is outlined in Policy 643.

IV. Policy

4.1 The Utah Board of Higher Education classifies Utah Tech University as a Regional Comprehensive University. This classification means that faculty workload is aligned with both Utah Board of Higher Education Policy R485-3 and our sister institutions classified as Regional Universities. Consequently, each tenure track faculty member is expected to complete 24 workload credits of instruction annually. In addition, faculty are expected to participate in service, scholarly, and creative activities equivalent to six workload credits, for a total of 30 credits annually.

4.1.1 Academic Librarians substitute librarianship for instruction as outlined in Faculty Review Criteria for Academic Librarians addendum of Policy 641.

4.1.2 Clinical and Professional track faculty are expected to complete 30 workload credits of instruction annually in compliance with Policy 631.

4.1.3 With the assistance of the department chairs and associate deans as appropriate, the academic dean makes all academic assignments. Academic assignments will be agreed upon annually through the submission and acceptance of full-time faculty member's Annual Faculty Activity Plan (AFAP).

4.1.4 The department chair and dean are responsible to evaluate the credentials of all persons teaching within their disciplines. If, in the department chair's opinion, no qualified instructor is available, the course(s) will not be offered.

4.2 The Faculty Workload Committee conducts ongoing reviews of existing courses and establishes curricular criteria for categorizing all academic credit-bearing courses. The Faculty Workload Committee shall make recommendations regarding changes to the Faculty Workload Model to the Vice President of Academic Affairs and Provost and the Dean's Council, after which the revised Faculty Workload Model will be sent to the Academic Council and Board of Trustees for approval.

- 4.3 Changes to the Faculty Workload Model may be implemented at the beginning of fall semester, but only after the revised Faculty Workload Model has been approved by the Vice President of Academic Affairs and Provost, Academic Council, and the Board of Trustees.
- 4.4 If a proposed workload change primarily affects one academic entity, the department chair responsible for that area will serve as an ad hoc member of the workload committee, voting only about the workload issue directly involving their department.
- 4.5 Each department chair or equivalent in consultation with the Faculty Workload Committee is responsible for conducting an annual review of all elements in the Workload Model that apply to their area of responsibility to ensure currency, fairness, and accuracy, and shall propose corrections or additions as needed.
- 4.6 No full-time faculty member shall be obligated to teach more than the disciplinary distribution of workload in a semester.
- 4.7 Full-time faculty member's overload shall be limited to a maximum of five (5) credits per academic year. Exceptions to overload limits are subject to written approval of the Vice President of Academic Affairs and Provost.
- 4.8 Summer Session Compensation: A separate formal agreement for summer session compensation limited to no more than 12 credits workload. Summer Session compensation is outlined in Policy 643. Exceptions are subject to the approval of the Vice President of Academic Affairs and Provost. Summer-only appointments may be made.

V. References

- 5.1 Utah Board of Higher Education Policy R485: Faculty Workload Guidelines
- 5.2 University Policy 631: Faculty Categories
- 5.3 University Policy 641: Faculty Retention, Tenure, and Promotion
- 5.4 University Policy 643: Faculty Supplemental Compensation

VI. Procedures

- 6.1 Workload equivalency and appropriateness of workload will be determined through the following procedure:
 - 6.1.1 Any academic entity (individual, program, department, etc.) may propose changes to the "Faculty Workload Model" by submitting

proposed changes in writing to the chair of the Faculty Workload Committee.

6.1.2 The Faculty Workload Committee shall ensure that workload assignments are equivalent across University premises and appropriate in all academic disciplines, including processing requests for additions and revisions to the Workload Model. In addition, the Faculty Workload Committee will review and, if necessary, modify the workload model and recommend workload factors for the Vice President of Academic Affairs and Provost and Academic Council approval to ensure an equitable workload environment.

6.1.3 Areas within the scope of the Faculty Workload Committee:

6.1.3.1 Course Workload Weight

6.1.3.2 Reassigned Time

6.1.3.3 Class Size

6.1.3.4 Number of Course Preparations/Semester

6.1.3.5 Faculty Committee Service

6.1.3.6 Changes to existing workload policy for faculty

6.1.3.7 An ongoing equity audit of all venues and definitions found in the Faculty Workload Model (Addendum 7.1)

6.1.3.8 An ongoing equity audit of the classification of all University academic courses

6.1.4 Areas outside the scope of the Faculty Workload Committee:

6.1.4.1 Individual faculty workload appeals

6.1.4.2 Non-Faculty Workload

6.1.4.3 Faculty issues not directly related to workload

6.1.4.4 Workload restrictions established by the Utah Board of Higher Education Policy R485.

6.2 The Faculty Senate shall establish and maintain procedures to ensure equitable faculty representation on the Faculty Workload Committee of academic departments, divisions, and colleges across University premises.

Faculty Workload Committee shall consist of:

- 6.2.1 Chair: The Vice President of Academic Affairs and Provost and the Faculty Senate President will jointly designate a tenured professor to act as a voting chair of the Faculty Workload Committee for a three-year period. Such appointment must be made by February 15 in the last year of the previous chair's term. Individual chairs may not immediately succeed themselves in the position of chair.
- 6.2.2 At least one faculty member from each college, plus additional members necessary to represent especially large programs and programs with courses that involve unique or unusual workload issues (i.e., writing-intensive courses, courses with large class sizes), no department/program duplication is allowed. Maximum of 13 voting members. Committee members will be recommended by the Faculty Senate and approved by the Vice President of Academic Affairs and Provost.
- 6.2.3 Director of general education or designee (ex officio)
- 6.2.4 One representative from Institutional Research (ex officio)
- 6.2.5 One representative from Human Resources (ex officio)
- 6.2.6 Vice President of Academic Affairs and Provost or designees (ex officio)

VII. Addenda

7.1 Faculty Workload Model

Policy Owner: Vice President of Academic Affairs and Provost

Policy Steward: Faculty Senate

History:

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