

Oklahoma State University Policy and Procedures

GUIDELINES TO GOVERN WORKLOAD ASSIGNMENTS OF FACULTY MEMBERS

**2-0110
ACADEMIC
AFFAIRS
August 2014**

INTRODUCTION

1.01 Oklahoma State University, as a comprehensive land-grant university recognizes that the activities of its various academic colleges and departments, while stressing the total university mission, will differ substantially from one another in their attempts to serve the citizens of the state of Oklahoma, region and nation. The goal of the university is to provide an environment within which high quality academic instruction, research and extension may be expected to occur. The faculty and administration of the university recognize that excellence is based on productive interaction between professionally competent faculty and adequately prepared students; and such excellence can be facilitated through the nature of the workload assigned individual faculty members operating within the parameters of the departmental structures. The state law of Oklahoma recognizes the constitutional rights of the university regents to prescribe the terms and conditions of employment for university employees. Individual workloads fall within this category. Therefore, the intent of the following statement is to establish guidelines whereby departments may, within the limitations of available university resources and with the approval of the responsible academic dean, develop and administer faculty workload policies.

The contributions of faculty as academic citizens propel the success of the University. The Workload Expectations Policy presented herein describes in general terms the categories into which faculty work typically is divided for descriptive purposes. While the description of what constitutes a typical faculty workload will vary according to the need of a program, department or school, and college, the definition of “equitable” workload will remain constant across the university. All faculty members are expected to contribute to the mission of the university, college, and unit, and will be evaluated in terms of their contributions.

The descriptions of the workload policy are not meant to be confused with evaluative criteria, or with equivalent hours in a typical forty-hour (40) work week, or any other common metric. Clock hours do not equate with course credit hours or with course hour equivalents. It should be recognized that the professional trajectory of a faculty member is developmental, in that each faculty member’s role shifts as he or she progresses and develops areas of excellence, while typically continuing to contribute in all areas. Growth and change will be negotiated between the faculty member and his or her supervisor, and should be reflected and recorded in each faculty member’s annual Appraisal and Development conversation and evaluative documentation.

CATEGORIES OF FACULTY WORKLOAD

2.01 Principles:

The major areas for funding academic activity by the faculty are: (1) Teaching, (2) Research, and (3) Extension and Public Service. Precise demarcation between and among these areas is often difficult and sometimes impossible; in any case, all university activities of a faculty member must be considered as an integrated whole. Faculty activity in each of the areas may vary from semester to semester, according to the interests and abilities of the faculty member and the needs of the department, or those reflected through it by the college or the university. Therefore, faculty workload assignments will be developed by the department head in accordance with OSU and respective College Workload Guidelines and in consultation with each faculty member.

2.02 Definitions:

A. Teaching, or instruction of university courses for credit, is defined to include (without being limited thereto) preparing for and instructing all scheduled classes and laboratories; necessary review of the literature; academic advising; conducting seminars; supervising research for theses and/or dissertations (this may also be performed under the research function), and other scholarly and creative instructional activities; and arranging and guiding field activities.

B. Research is defined as the thorough, systematic investigation (by search of the literature and/or laboratory investigation, surveys, etc.) to discover new knowledge or to synthesize existing knowledge in new and constructive applications. Research activity shall result in the following scholarly outcomes (without being limited thereto): professional presentations; writing journal or magazine articles, books, grant proposals, and other academic literary proceedings; and the procurement of copyrights and patents on creative production relevant to professional or academic endeavors. Other scholarly outcomes such as systematic, creative and scholarly productions shall be deemed the equivalent of research and shall include (without being limited thereto): writing and producing plays; holding artistic exhibitions and concerts; performing musical compositions; and creating other and similar art forms, performances and literary productions.

C. Extension and Public Service may include (without being limited thereto): all non-resident instruction (credit and non-credit), problem solving, and efforts to disseminate information to the university's publics. Included is writing fact sheets, brochures and other materials; presenting classes and programs either in person or via various media; and practicing one's profession for the populace of Oklahoma under the auspices of the university.

While performing assigned responsibilities in three basic funded areas, the faculty member often performs University Service. University Service may include

representation of OSU on local, state, regional and national bodies; active participation in department, college, and/or university level committees; quasi-administrative assignments; informal counseling of students, whether professional, career or personal in nature; and sponsorship of recognized university student organizations. These service activities shall be consistent with the mission of the department, college and/or university and are part of the faculty workload.

Professional Development is primarily a faculty responsibility although the university seeks to assist by providing appropriate opportunities. Professional Development is defined as the increase and expansion of professional expertise, skills, knowledge and abilities. The faculty member is expected to exert diligent good faith efforts to achieve such development. Professional development may be achieved by reading professional articles, journals, periodicals, books, or other literature that contribute information directly relevant to one's professional career; attendance at seminars, professional programs, and conferences; using leaves of absence, sabbatical or otherwise; practicing the profession through consulting and other endeavors and activities especially related to enhancing one's professional knowledge, skills and reputation.

GUIDELINES

3.01 The expertise, reputation, experience and talent of the faculty constitute the primary resource of the university. In keeping with the principle that activities of a university faculty comprise an integrated whole, departmental workload policies will reflect each faculty member participating in teaching and/or research and/or extension. All faculty member activities in teaching, research, extension, and service shall typically constitute the equivalent of twenty-four (24) workload units, as defined by each academic college (see Section 4), in a nine-month academic year. All workload assignments must be consistent with the availability of resources.

- In determining teaching load, departmental policies will respect those factors (e.g., level and/or type of instruction, number of students, extent and number of course preparations, and research or institutional requirements) which may cause variance in the nature and number of credit hours taught and classroom preparation hours required.
- Responsibilities for courses which are not typically measured by number of meetings, allocation of time, or specific constraints (e.g., special problems or independent studies courses, and the supervision of practicums, dissertations, or theses) will be assigned at the discretion of the department head after consultation with the faculty member.
- Unit Workload Expectations Policy shall specify equivalent workload contributions from teaching, research, extension, and service activities consistent with the College Workload Guidelines.
- Assignments will be guided by a fair and equitable apportionment of such responsibilities among the faculty of that department and will be determined in consultation with each faculty member.

- In considering individual faculty workload, sufficient time must be allocated to meet assigned responsibilities in the functions of teaching, research, extension, and service. Consideration will also be given to the time demands of required university service and the need to facilitate faculty development.

PROCEDURES

4.01 Faculty will be directly involved in the development of the department/unit workload policy and in annual workload planning.

4.02 The procedures by which these guidelines will be administered are as follows:

A. The Dean, in consultation with associate deans, unit heads and directors, and appropriate faculty counsel¹, will develop the College Workload Guidelines. These guidelines shall:

- Serve as a general framework for the development of unit-specific Unit Workload Expectations Policies.
- Comply with the OSU Workload Guidelines as they apply to the recognized mission of the college.
- Provide for balanced and fair work assignments among all units.
- Respect variations in disciplines and unit expectations in teaching, research, extension, and service.
- Meet the approval of the Provost.

B. The Department Head, after consultation with the faculty of the unit, will develop a Unit Workload Expectations Policy. This policy shall:

- Specify equivalent contributions in terms of teaching, research, extension, and service. These should be aligned with workload norms within a discipline at comparable research universities.
- Provide for balanced and fair work assignments for all faculty members.
- With respect to teaching workload, consider the variations in time demands that result from, for example, course type, complexity, class size, and level of course preparation required.

C. The Unit Workload Expectations Policy must be submitted to the Dean for approval.

¹ Depending on the unit's organizational structure, "appropriate faculty counsel," "advice of the faculty," and "faculty consultation" referred to throughout this policy statement shall involve obtaining input from (a) the entire departmental faculty; or (b) members of a special or permanent committee selected by procedures which have been approved by a majority of the faculty of the administrative unit involved, submitted to the dean for review, and transmitted to the VPAA for retention in a permanent file; or where necessary (c) duly elected members of boards, senates, or councils at the departmental, division, college, or university levels. Whenever deemed necessary this counsel may seek external assistance to aid evaluation. In formulating input the faculty or its committees shall have the prerogative to meet in the absence of the unit administrator.

D. The Dean and Department Head will ensure that:

- Each faculty member's duties, objectives and assignments for the academic year (or any portion thereof) will be defined within the scope of the Unit Workload Expectations Policy.
- Faculty appraisal will follow guidelines which are consistent with those agreed-on duties, objectives, and assignments, and the level of achievement, with due consideration given both to the nature of the task and the relative units of time required and to other positive contributions to the department.
- In those atypical situations in which a faculty member is assigned more than twenty-four (24) workload units in a nine-month academic year, opportunities for compensatory workload adjustments should be considered (e.g., a reduction in workload units in a subsequent semester or academic year, a reduction in service expectations, and/or overload pay per OSU Policy and Procedures 2-0115).

4.03 All other activities of faculty members not covered by these guidelines will be administered through the OSU Policy and Procedures statement 2-0111 Guidelines to Govern Outside Professional Activities, Overload Assignments, and Non-Professional Activities of Faculty Members.

Approved by President Boger: February 17, 1983

Updated: July 1984

Revisions Approved:

Faculty Council, February 12, 2013

Council of Deans, November 14, 2013

E-Team, August 2014