

Faculty Senate Committee: Faculty Research and Creative Endeavor/ Workload

Report:

9-10-07

Submitted by:

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Members:

Warren Anderson, Dwight Patterson, Connie Jones, Nancy Kelker, Rhonda McDaniel, Jane Marcellus, Hal Newman, George Vernardakis, Yang Soo Kim, Deborah Belcher (chair)

Charge:

This committee is to assimilate information and develop suggestions and strategies to address the need to conduct research as well as teach at MTSU. Issues to be considered must include, at the minimum, physical and fiscal resources available to conduct research in each academic unit, current research being conducted in academic units, availability of graduate students to assist in research conduct, and flexibility within academic units to accommodate release time for faculty members to conduct research. The final report from this committee must include concrete recommendations to expand research opportunities and strategies that will provide previously unused opportunities to conduct research. A final report must be presented to the Faculty Senate no later than the regularly scheduled May 2007 meeting.

Resources:**GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004**

<http://www.mtsu.edu/~provost/wkguide.doc>

MIDDLE TENNESSEE STATE UNIVERSITY FACULTY WORKLOAD - PART A

<http://www.mtsu.edu/~provost/workc.doc>

**MIDDLE TENNESSEE STATE UNIVERSITY FACULTY WORKLOAD REPORT
- PART B****REQUIRED COMPLETION (MAINTAINED IN DEPARTMENT OFFICE)**

<http://www.mtsu.edu/~provost/workd.pdf>

**Departmental Summary of Non-Instructional Workload Assignments
Teaching Equivalency Time Provided**

<http://www.mtsu.edu/~provost/workb.doc>

Concerns:

- Based on the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004, faculty members are to discuss workload forms indicating percentage of effort and description of effort (course load, teaching endeavors, research/creative endeavor, public service, etc.) with department chairs prior to the completion of the Faculty Workload Form. **This is not consistently occurring throughout the campus creating discrepancies and miscommunication.**
- Large class sizes are not equally adjusted and/or there is lack of course credit.
- Faculty holding temporary positions and teaching 15 credit hours are also placed on department committees, advising students, etc. in violation of the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004
- Percentages of effort add to over 100% creating issues, especially as related to grants. For grants with specific required hours of effort, there is an overload created but not always correctly reported and adjustments made.
- Lack of credit for portfolio based lecture courses heavy with reading and correcting a series of papers
- Faculty do not complete their workload forms correctly with full descriptions and percentages based on increments of 5%.

Recommendations:

- Updating the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004.
 - Add the term "Studio" and a description to differentiate from "Lab" in the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004.
 - Add a "Portfolio" description for lecture courses heavy with reading and correcting a series of papers.
- Develop department chair training sessions to assist department chairs with the procedure based on the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004.
- Develop faculty training sessions to assist with completing Part B of the workload forms based on the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004.
- Add a faculty signature line to the Part A Workload Form.

Recommendations (continued):

- Enhance Part B of the workload forms to assist faculty in estimating their proposed effort based on formulas found in the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004.

Results:

- Spring 2007
 - Overload pay is being disbursed (Art Department, Human Sciences Department, etc.) based on the formulas in the GUIDELINES FOR DETERMINING FACULTY WORKLOADS, FALL 2004.
 - Due to our initial committee meeting with Becky Cole and several follow up meetings, she and her team developed formulas in the new system (Banner) to initiate specific calculations of faculty workload (course load, Part A) that are distributed to the departments.
- Fall 2007
 - Faculty signature line to the Part A Workload Form added.
 - Enhanced Part B Workload Form developed and distributed.
 - Time and Effort Reports generated by Banner for externally funded grants.

Updates and Suggestions:

- Fall 2007 Part B Workload Form
 - Add:
 - College Committees to section 6
 - Departmental Committees to section 6
 - LT&ITC Participation to section 6
 - Interior Design Projects to section 4
 - Thesis Reading and/or Committee to section 1 b
 - Beyond assigned course credit
 - Dissertation Reading and/or Committee to section 1 b
 - Beyond assigned course credit
 - Continue to develop and enhance Part B Form to include a growing and diverse faculty.