

Summary of Workload Guideline Changes, 2018

- Request for non-instructional workload units (reassignment from teaching) must be made by faculty by April 1 for fall term and by November 1 for spring term) **NEW FORM REQUIRED**
- Annual faculty evaluations will include a review of approved non-instructional workload assignments and outcomes derived from non-instructional assignment.
- Establish minimum of 5 hours per week for office hours
- Provide definition of terms in guidelines
- Provide roles of faculty, chair, dean, provost and president re load/staffing
- Eliminate summer workload reporting requirements
- Simplify Part B form - Temporary faculty teaching 15 WU are not required to complete Part B
- Provide information for teaching overload and rate of pay for overload
- Eliminate load reduction for teaching honors and graduate courses
- Provide standard multipliers for recognizing large UG classes
- Provide workload rule for Ready2Teach
- Change “advising” to “advising/mentoring” in recognition of professional advisors and faculty role in advising
- Provide 0.2 WU per SCH for Undergraduate Research and Graduate independent study
- Permit “banking” of load up to 3 WU. Once 3 WU banked, must be expended in reasonable time
- Increase credit for thesis/dissertation supervision and eliminate reassigned time upon successful completion of thesis or dissertation
- Include reassigned time for startup for new faculty but limit to first year only
- Create new quick view guide to help department chairs
- Create dashboards to provide workload transparency for faculty
- Limit workload credit to that included in guidelines
- Add more information on staffing profile model to explain divisors and academic administration infrastructure (Note: divisors will be reviewed to consider classroom size limitations)
- Provide 3 year rolling average of staffing profile
- Strengthen accountability for use of non-instructional activity time
- Future analyses of productivity data