

## College of Liberal Arts & Sciences

### Policy on Managing Workload/Teaching Load

#### **Introduction**

The workload of faculty members in the College of Liberal Arts & Sciences includes three responsibilities: (1) teaching; (2) scholarly achievement or, in the case of a faculty member in the creative arts, creative professional achievement; and (3) service to the Department, College and/or University and/or service to the public and/or profession that benefits the University.

Individual faculty workloads should encompass these three responsibilities and should be fair and reasonable.

Workloads, assignment of workloads, and changes in workloads are addressed by University Policy 05-5 (Policy for Establishing Workloads for Faculty) and by the *WSU-AAUP/AFT Agreement* (Article XXIV, Professional Duties). This College policy is intended to be consistent with the provisions of those documents.

#### **Departmental Norms and Policies**

Departments should have clearly defined norms for faculty teaching loads. It is recognized that such norms may vary among departments, depending on disciplinary standards and conventions, and discipline-specific or departmental-specific factors pertinent to workload.

Departmental policies affecting workload and normal teaching loads should be developed in consultation with the dean and must be approved by the dean. Changes to these policies and/or to the normal departmental teaching load must be approved by the dean.

#### **Managing Workload and Reporting Requirements for Chairs**

Department chairs are responsible for assigning duties based on departmental norms and written policies.

Chairs will report all faculty teaching loads annually to the dean. Reports should include: (1) a statement of the department's normal teaching load; (2) the annual course load for every faculty member, identified by name and rank; (3) an explanation for any individual deviations from the department's normal teaching load; and (4) any departmental policies or guidelines that affect teaching loads.

Before the beginning of each semester, chairs will report to the dean any faculty who will be teaching a number of courses that is more or less than the department's normal teaching load.

Reductions in the normal teaching load for any faculty member must be requested in writing by the chair, with appropriate justification, and approved in advance by the dean. (See below.)

Chairs will consult with the dean when an appropriate departmental committee or review suggests that a change in a faculty member's workload or teaching load may be in order.

Chairs should consult with the dean when a faculty member voluntarily requests or agrees to additional teaching in load.

### **Reductions in Teaching Load**

According to University Policy, "the teaching responsibilities of faculty members normally should not be reduced to allow them to perform other responsibilities" (05-5.3.2). Accordingly, course reductions should only be granted in unusual circumstances and must be approved by the dean.

Requests for any reductions in teaching load must be submitted to the dean by and have the endorsement of the departmental chair.

Requests for a reduction in teaching load must include a detailed justification from the chair, including: (1) the specific nature of the reduction; (2) the reasons and special factors justifying the reduction; (3) the period of reduction; (4) the impact of the reduction on the department's course offerings; and (5) the department's plan for compensating for the reduction.

In the case of faculty requesting a course buyout based on funding from an external grant or contract, the Faculty Course Release Policy of the college will apply. See

[http://www.clas.wayne.edu/multimedia/usercontent/File/Deans Office/clas updated faculty course release policy 111006.pdf](http://www.clas.wayne.edu/multimedia/usercontent/File/Deans%20Office/clas_updated_faculty_course_release_policy_111006.pdf)

Approval of a teaching load reduction is generally for a specific, limited period and is not to be considered a precedent.

A reduction to a faculty member's teaching load initiated by the dean will be discussed with the department chair.