

Part 4 Faculty Responsibilities and Conditions of Employment.

2-3-401 Faculty Workload.

This policy establishes the University-wide parameters that program areas, departments, schools, and colleges shall use in the assignment of equitable workloads across the University.

2-3-401(1) General Provisions.

Each college will define the workload components of instruction, scholarship and services as appropriate to the disciplines and professions they represent. Workload assignments will:

- (a) maintain high quality, and academically sound programs.
- (b) facilitate the accomplishment of program area, department, school, college, and University goals in teaching, scholarship and service.
- (c) facilitate the professional development of faculty.
- (d) maintain student credit hour production and numbers of majors and other students served.
- (e) link workload to evaluation for promotion, tenure, and compensation discussions.
- (f) adhere to the Colorado Commission on Higher Education standards for contact time per credit hour.

2-3-401(2) Workload Definition and Components.

- (a) Definition. Workload is defined as the distribution of faculty effort across the areas of instruction, scholarship, and service, including special assignments when applicable.
- (b) Components.
 - (I) Instruction. Includes all activities associated with teaching activities related to credit hour production, i.e., maintenance of currency in content and pedagogy, tutoring, supervising student research, directing theses/dissertations, directing of performances and/or productions.
 - (II) Scholarship. Scholarship encompasses both research and its dissemination, and other creative or artistic activity relevant to the discipline of the individual professor. It may create new knowledge (discovery), synthesize existing information (integration), and devise ways to use knowledge (application), or lead to the production of artistic works and performances. This includes activities that advance the faculty member's professional and disciplinary competence, advance knowledge in the discipline, and result in work that is invited or subjected to peer review.
 - (III) Service. Includes professional activities such as service on program area, department, school, college, and University committees; serving on faculty

governance bodies; program administration; advising students on their academic progress or professional development; sponsoring student organizations; participating in professional organizations in one's discipline; and contributing one's expertise and time to civic activities in the larger community.

- (IV) Factors. The following are among additional factors that influence faculty effort and might be considered in the development of college equating practices: student credit hours generated; number of contact hours; class size; class level; honors designation; number of instructors (team teaching); number of course preparations; previous experience in teaching a course; development of a new course; off-site instruction; use of distance learning technologies; inclusion of new pedagogical or technological strategies for classroom instruction; direction of performance ensembles; supervision and/or coordination of practica, internships, field experiences, participation in partnership schools and directed studies; supervision of student research, both undergraduate and graduate levels; supervision of undergraduate theses, master's theses, and doctoral dissertations; advising load and level; scholarly productivity; and responsibilities for program administration.

2-3-401(3) Workload Assignments

- (a) Assignments. A full-time faculty workload (1.0 Full-Time Equivalent -- FTE) consists of 30 workload units per academic year. Department chairs/school directors are responsible for assigning workloads. School directors and chairs of departments with multiple program areas will assign workload under the following guidelines:
- (I) In case the department chair/school director is in the same discipline as the program area, he or she will assign workload and ensure an equitable distribution across the program area.
 - (II) In case the department chair/school director is not in the discipline of a program area, he or she shall assign someone from that program area, who, in consultation with the department chair/school director, shall assign workloads and ensure an equitable distribution across the program area.
 - (III) Assignments may be distributed differently across categories by semester to meet program area needs.
 - (IV) Annual workload assignments and the weighting of each area must be defined in writing by the faculty member and his or her department chair/school director or his or her designee. If the faculty member disagrees with the assigned workload, the faculty member may discuss the disagreement with the college dean. Final responsibility for workload assignments resides with the department chair/school director or the designee selected according to this section [2-3-401(3)(a)].
 - (V) Annual evaluations will be based on the written workload assignment.
 - (VI) Department chair/school directors may use differential workloads and/or staffing to ensure that faculty talents support programmatic needs.

- (b) Overloads. Each full-time faculty member or exempt administrator who is meeting all contractual responsibilities in areas including administration, teaching, advising, service and scholarship/creative activities may teach for supplemental pay one overload course of up to five credit hours per semester for resident instruction or extended studies. An overload must be approved by the department chair/school director and dean. Any exceptions to the one overload course limit must be approved by the Chief Academic Officer. The pay rate for all courses taught as an overload can be found in University Regulations [3-3-701(2)].
-

Other References

- **Board Policy**

- The Provost (CAO) is responsible for monitoring college workload assignments (1-1-303(1); p. 11)
- Post-tenure review assesses faculty performance in responsibilities as determined by workload assignment (1-1-307 (3); p. 14)
- Faculty senate may initiate or review policies pertaining to the general welfare of the University ... including workload (2-3-106 (1)(d); p. 77)
- The university endorses/supports faculty scholarly-professional activity through differentiated workloads (among other things) when feasible (2-3-404; p. 107)
- Faculty may request/receive a workload reduction for political activity with corresponding reduction in salary/benefits (2-3-412; p. 111)
- Annual/Biennial and Comprehensive Evaluations are based on assigned workload in each area/overall weighted average (2-3-801; pp. 113-20)
- Eligibility for sabbatical (T/TT faculty only) is determined based on proportion of FTE workload (two semesters at .5 counts as one year of eligibility) (2-3-1001; pp. 127-8)
 - Entire workload during sabbatical is allocated to work outlined in proposal (2-3-1001(7); p. 130).
- Salary and workload during transitional appointments are typically 50% of normal appointment time and 50% of full workload at 50% of full salary (2-3-1301(4); p. 142).

- **University Regulations**

- Academic affairs will compensate the college of the Faculty Senate chair for 6 hours of teaching per academic year, and the chairs of the Welfare Committee, APC and Codification Committees for 3 credit hours of teaching each year; compensated colleges have responsibility to grant workload reassignment to faculty serving in those positions (3-3-101; p.12).
- Department Chair workloads are a separate subcategory of service (3-3-301(4); p. 15)
- Maximum teaching workloads are 12 credit hours in summer session and 6 credit hours in winter (3-3-701; p. 32)
- Evaluation for Annual/Biennial and Comprehensive Review is based on assigned workload during the review period. Scores are given in each assigned workload area, and the overall evaluation is calculated based on a weighted average of all assigned workload areas (3-3-801, pp. 34-6).

Recommended Steps

- 1) Define a basic workload unit for your department/school/program. Possibilities include
 - 1 unit = 1 credit hour of instruction
 - 1 unit = 1 contact hour of instructional time
 - 1 unit = X students in Y credit hours (e.g., 10 students in a 3 credit hour course)
 - 1 unit = approximately 3 hours of work time (15 units = 45 hours)

the *same* definitions should be used for all faculty in your department

- 2) Once you have a basic unit definition, consider how the factors in 2-3-401(2)(b)(IV) might increase or decrease time and effort. For example, courses with half as many students as the department average might be reduced by 1 workload unit, and courses with twice as many might be increased by 1 unit. Or, any time a faculty member has two or three sections of the same class (a single prep) the additional sections might be reduced by 1 unit.

Note that the workload spreadsheets are the way Academic Affairs fulfills the requirement to document faculty workloads in writing and serve as the reference for determining the weights of each workload area for annual/biennial and comprehensive review periods.