

Ogden College of Science and Engineering Workload Guidelines

I. Overview of workload

Faculty workload is a representation of how faculty members spend their time in the areas of teaching, research, and service. Workload documents are evaluated by the dean and provost to ensure that departments are efficient and productive. Decisions regarding new faculty positions may include an evaluation of existing faculty workloads to assess departmental efficiency and instructional productivity.

Initial staffing assignments and course schedules for each upcoming academic year are made in January/early February. Workload documentation for each faculty member is a product of discussion between the department chair and the faculty member over the next few weeks. Workload documentation for each faculty member within a department is due to the Dean's office by March 15. Documentation will be updated in the fall and as needed throughout the year.

II. Calculation of efforts

Faculty members divide their academic year (fall/spring) efforts into the broad categories of teaching, research, and service with percent effort totaling 100%.

- Instructors and other non-research active faculty members are usually engaged in service but not research and thus, will typically carry load distributions of 80% teaching and 20% service.
- Tenured and tenure-track (non-pedagogical) faculty members are generally expected to engage in research, typically 20% of their effort or more in most circumstances.
- Tenured faculty members who are not research active may have their proportion of effort that is devoted to teaching increased for one or more academic years.
- Assistant professors, especially early in their career, will, if possible, be given a load of ~40% teaching to allow them to build their research programs.

Total effort for each full-time faculty member will always be at least 100%, but long as a department is productive and efficient, the actual distribution of each faculty member's workload across teaching, research, and service is flexible. Percentages for activities shown below are *guidelines*.

a. Teaching effort guidelines

Teaching effort is determined by considering classes taught during the fall and spring semesters of the academic year. Guidelines for academic year instructional effort are as follows:

- A typical 3-credit hour lecture course 10%
- A 1-credit lab or recitation section taught by a faculty member 5%
- Supervising a 1 credit lab taught by a TA/GA 1-3%
- Extra-large section of a 3 credit class¹ 0-10%
- Graduate theses, honors, independent study² 0-5%

- Special circumstances (e.g., new preps) may lead to additional load credits assigned. The faculty member and department chair should discuss appropriate loading.
- Faculty teaching an official overload may be eligible to receive compensation at a typical rate of \$1,000 per credit hour.

¹ Consideration may be given to class level, etc.

² Supervision of student research is expected as part of each faculty member's research load. Effort that is above and beyond the normal expected research activity may be reflected in effort loading.

b. Research effort guidelines

Research efforts vary widely across disciplines but typically consist of activities including but not limited to student mentoring, data collection, data analysis, writing grants and manuscripts, and attending and presenting at scientific conferences. Research activities are expected to lead to productive outcomes, such as grant/contract awards, patents, publications, and presentations at scientific conferences. Release or reassigned time from teaching is typically calculated at a rate of 10% per course. Assignment of more than 20% research effort is generally associated with external funding of some form.

c. Service effort guidelines

The default percentage effort for service is 20%. Guidelines for academic year service effort are as follows:

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| • Advising (10-25 advisees) | 6% |
| • Typical committee/service load (incl thesis committees) ¹ | 6% |
| • Significant committee leadership | 4-8% |
| • Community service | 4% |
| • Professional service | 4% |
| • Program Direction ² | 0-10% |

¹Typical service comprises a number of activities and committees

²Consideration should be given to program level and size