

Academic Unit Faculty Workload Policy

Academic Unit	English as a Second Language	Responsible Academic Unit Official	Academic Director
Chair Approval Date	n/a	Provost Approval Date	9/28/2026
Director Approval Date	May 2, 2025	Policy Effective Date	9/28/2026 pending resolution for production and research buyout policies

1.0 Policy Scope

This workload policy defines the process to assigning workload to all faculty members in the English as a Second Language (ESL) Program at Saint Louis University.

2.0 Governing Principles

The governing principles for this policy are based on:

1. Equitable distribution of workload within the ESL Program and across the University, per the most recently approved [University Faculty Workload Policy](#).
2. The mission of the ESL Program. Our shared mission is "to prepare academically talented English language learners for successful careers as undergraduate and graduate students at Saint Louis University through our commitment to excellence in teaching, service, and learning." The ESL Program prioritizes effective teaching and learning, and it assigns teaching-intensive workloads that include service and scholarship responsibilities supportive of that priority. Faculty members engage in regular service to the Program and the University to help meet the Program's needs, and they participate in regular scholarship activities to improve their teaching craft.
3. Excellence in the field of English language teaching and administration according to the premier organizations in the field. The [TESOL](#) organization outlines six principles that serve as the foundation for excellence in language teaching. Excellent teachers: know their learners, create conditions for language learning, design high-quality lessons for language development, adapt lesson delivery as needed, monitor and assess student language development, and engage and collaborate within a community of practice. Additionally, faculty, administrators, and the ESL Program uphold the standards of excellence defined by [CEA](#), the accrediting body for the ESL Program and English language programs in higher education.

3.0 Definitions for Faculty Work

Faculty workload is defined in **workload units**. A single workload unit represents the amount of work required for the successful conduct of one credit hour of teaching (as defined in the University Faculty Workload Policy) in the ESL Program.

Faculty members on a 9-month contract have a standard of **24 workload units** assigned per academic year; faculty members on longer contracts have proportionally higher requirements. Any assignment exceeding the required workload units is considered an overload. Overload assignments require Provost approval and are compensated either through additional pay or current or future workload reduction.

All faculty in the ESL Program are designated **teaching-intensive**, with workloads that allocate most faculty effort to teaching assignments. Faculty members in administrative leadership roles receive administrative contracts and position descriptions, which supersede the teaching-intensive designation. Annual standards in each category may vary for administrators from the minimums identified below.

Workload units encompass all ESL Program faculty activities in the categories of work identified in the following table:

Category of Work	ESL Program Definition	Workload Unit Equivalency	Academic Unit Minimum Annual Standard	Workload Percentage
Teaching	The design and delivery of one or more sections of a new or existing course, including syllabus construction, lesson planning, assignment creation, assessment of course outcomes, student engagement and support, holding office hours, and completing administrative tasks (i.e.: entering grades, sending at-risk alerts, and LMS maintenance). Faculty are responsible for course preparation and follow-up work that may extend beyond the academic term, to be collaborative and supportive of each other by sharing teaching materials, and for sharing feedback to support curricular assessment.	<i>Each credit hour of teaching in a term equates to 1 workload unit, with the following exceptions:</i>	21 units	87.5%
		Recitation course = 2 workload units (instructional time for the 1-credit recitation section + attendance at the 3-credit supported content course)		
		English Through Service course = 1.5 workload units (instructional time for the 1-credit ETS course + coordination of service experiences for ETS students)		
Scholarship	Scholarship for students' educational benefit that may culminate in classroom implementation, scholarly presentations, or creation of resources for programmatic use. Participation in program-related professional development activities and application of those activities to instructional design, delivery, and assessment. Further evidence may include organization of conferences or conference sessions; public advancement of curricular innovations; achievement of additional certifications; or engagement in the scholarship of teaching and learning.	ESL Program PD activities = 0.5 workload units / year	0.5 units	2.1%
		Conference or workshop presentation = 0.5 workload units		
		Creation of resources for Program use = 0.25-1 workload units		
		Conference administration = 0.25-2 workload units		
		<i>Other activities require review for workload unit equivalency (see 5.2 below)</i>		

Service to the University 1 unit = 1.7 hours / week	Normal department service: All NTT faculty members, regardless of workload, are required to perform normal department service, defined as participation in Program meetings, student orientation, and academic ceremonies. For service performed beyond these expectations as presented below, faculty receive workload units for service. Program service: Activity that benefits the Program and helps it to maintain standards of excellence in curriculum, instruction, and shared governance. This includes leadership in Faculty Assembly, serving as committee members or as chairs of committees within the Program, contributing to the operations of the Program, and other service work deemed necessary by the Program. University service: Activity that deepens the visibility of the Program and serves the University. This includes serving on university-level committees; presenting to department or Program faculty, staff, or students outside of the ESL Program; and volunteering for campus activities such as serving as a marshal at commencement.	Campus presentation = 0.5 workload units	1 unit	4.2%
		ELC Consultant = 1 workload unit / 50 appointments		
		ELC Workshops = 1 workload unit (<i>includes workshop design and delivery</i>)		
		Curriculum Affairs Committee Chair = 2 workload units / year		
		Curriculum Affairs Committee Member = 1 workload unit / year		
		Faculty Assembly President = 1 workload unit / year		
		Faculty Assembly VP = 1 workload unit / year		
		Faculty Senator = 0.5 workload units / year		
		SLU Committee Chair = 2 workload units / year (<i>co-chair = 1 unit / year</i>)		
		SLU Committee Member = 1 workload unit / year (<i>may vary with level of committee activity</i>)		
Professional Service 1 unit = 1.7 hours / week	Activity that benefits the individual and the profession. This can include membership and/or holding a	Textbook Coordinator = 0.5 workload units / year	n/a	n/a
		<i>Other activities require review for workload unit equivalency (see 5.2 below)</i>		

	position in professional organizations.	Professional Org. Committee Member = 1 workload unit / year (may vary with level of activity)		
Administration <i>Administration is a distinct category in annual workload; in promotion criteria, it is a sub-category of Program service.</i>	Administration is work that falls under established administrative job titles for faculty. Total workload units may vary slightly if Program need exists in other workload categories. Units may also vary if administrative contract changes.	Academic Director = 32 workload units / year	n/a	n/a
		Associate Academic Director = 21 workload units / year		
		International Student Academic Support Coordinator = 13 workload units / year		

Teaching intensive faculty have an additional 1.5 workload units assigned to teaching, service, and / or professional development as program needs require, which brings annual workload to 24 units / 100%.

4.0 Promotion Criteria & Position Descriptions

The workload assigned to each faculty member will be consistent with the faculty member's contract and employment status and the ESL Program Position Descriptions. Assigned annual faculty workloads for all full-time faculty keep faculty members on pace with the **ESL Program's Promotion Criteria** when successfully fulfilled.

5.0 Annual Workload Assignment Processes

Workload assignments are a collaborative effort between the Academic Director and the faculty member. Individual faculty workload assignments are developed in conjunction with the faculty annual evaluation process, with proposed workload distributions presented to faculty in the spring semester for the coming academic year along with a discussion of their annual goals and performance evaluation.

Consistent with the University Faculty Workload Policy, workloads will be assigned based on faculty expertise, ESL Program needs and goals, available resources, promotion guidelines, career development plans, and institutional priorities. Distribution of tasks will align with University standards while accommodating ESL Program needs. While institutional needs take precedence, faculty professional goals will be considered.

1. By January 15, faculty submit annual faculty activity reports to the Academic Director.
2. By February 15, the Academic Director submits faculty annual evaluation forms, including proposed workload unit category distributions, to individual faculty members. All faculty annual evaluations are based on each faculty member's formally assigned workload.
3. By March 15, the individual faculty members and the Academic Director meet to review the evaluation and discuss any amendments to the proposed workload.
4. By May 15, annual workload proposals are confirmed with individual faculty, signed by faculty to acknowledge receipt, and shared within the ESL Program.

5.1 Changes to Annual Workload

Should any of the tasks assigned to a faculty member's workload change over the course of the year, the Academic Director will provide an updated workload document.

5.2 Unarticulated Workload Equivalencies

Should a faculty member request to have included in workload an activity that has a variable equivalency, does not have an established equivalency, or would substantively differ from an equivalency articulated above, the Academic Director will review the request and determine the workload unit equivalency.

6.0 Appeals of Assigned Workload

A faculty member who objects to the assigned workload or a workload unit equivalency may submit a written appeal that delineates reasons for objection to the Academic Director. The Academic Director creates a written rationale for the workload assignment. Both parties meet to discuss the appeal and

workload assignment. Appeals not resolved in this manner may be submitted to the Associate Provost for Undergraduate Education (the Academic Director's supervisor).

7.0 Accountability for Administrative Oversight of Faculty Workload

The Academic Director is responsible for ensuring that workloads meet university standards and are equitably distributed. Regular reviews are conducted within the program to adjust assignments based on changing needs, feedback, and evaluation data.