
Academic Unit Faculty Workload Policy

Academic Unit: Forensic Science

Responsible Official: Program Director

Version: 1.0

**Policy Effective Date: 6/5/26 pending stage II
(research buyout and production policies being approved)**

1.0 Introduction

This policy outlines the approach to assigning and managing faculty workload in the Forensic Science Program within the College of Arts and Sciences (CAS) at Saint Louis University (SLU). This policy aims to be consistent with SLU's [Faculty Workload Policy](#) and the [CAS Faculty Workload Policy](#). Faculty responsibilities and workloads are assigned by the program director (in consultation with faculty) and reviewed and approved by the dean. This policy emphasizes equitable distributions aiming to avoid biases in workload assignments related to gender, race, and other aspects of identity.

The professional goals of faculty members are diverse, which the program embraces, values, and encourages as fundamental drivers of faculty hiring and professional well-being. The diversity of faculty members' professional goals shall inform the distribution of work for individual faculty, as determined by program director in consultation with each faculty member, but shall not guarantee that faculty professional goals or input on workload will be manifested in all workload assignments. The broader needs/priorities of the Forensic Science Program (as determined by the program director), CAS (as determined by the Dean), as well as those of the University as a whole (as determined by the Provost), shall take precedence. This policy prioritizes the programs commitment to serving students.

As a key contributing member of SLU, a Jesuit research university, the Forensic Science Program is committed to faculty excellence in:

- teaching
- scholarship, research, and creative endeavor
- service to the University
- professional service
- public service to local/regional/national/global communities
- administration

The policy:

- covers all individual contracts, program policies, and workload assignments.
- promotes a diverse distribution of workloads while maintaining fairness, helping to prevent faculty from becoming overburdened.

- is not prescriptive about the amount of work but provides guidelines for the fair distribution of work.

2.0 Governing Principles

This policy is grounded in the following principles:

- **Commitment to Excellence:** The Forensic Science Program is committed to excellence in teaching, research/scholarship/creative endeavor, service, and when applicable, administration, clinical work, and community-engaged work.
- **Flexible Distribution:** Workload assignments vary based on faculty category, qualifications, level of expected contribution in different workload areas, and departmental/program needs. This flexibility allows department chairs and program directors to develop procedures that create transparent and adaptable expectations around which they assign faculty workload.
- **Equity and Fairness:** Workload distributions should be equitable, ensuring fair evaluation and opportunities for merit increases and promotions.
- **Commitment to Service:** The Forensic Science Program expects its faculty to participate in service and actively work to support the academic environment for students and faculty. This work should show consistent and sustained dedication.
- **Support for Diversity:** The Forensic Science Program recognizes faculty who are disproportionately involved in service roles and aims to balance this while valuing their contributions.
- **Engagement:** All faculty are expected to be engaged in the life of the University by participating regularly in faculty meetings (at multiple levels), academic ceremonies, and convocations (college- and university-level). These are expectations of employment (not service) for all faculty.
- **Respect for “Faculty Lifecycle” Evolution:** Faculty workload assignments should reflect the evolution of faculty interests and abilities driving their various work commitments (teaching, research, service, etc.).

These governing principles stem from the [University Faculty Workload Policy](#).

3.0 Scope

This policy applies to all faculty assigned to the Forensic Science Program under the CAS Dean’s oversight.

4.0 Definitions

Workload Unit: 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 a given discipline.

Teaching-Intensive: Teaching-Intensive Faculty workloads are those comprised either exclusively or nearly exclusively of responsibility for teaching. Under University policy, faculty under this designation *typically* are assigned workloads featuring:

- 21-24 workload units of teaching
- 0 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

Given the Program and College's high expectations that faculty participate in regular and sustained service activities, assignment of 1 to 3 workload units of service for Teaching-Intensive Faculty is typical. Exceptions to this would be faculty who take on significant service obligations to the University, the profession, or the community. Although the balance of teaching, research/creative endeavor, and service will vary from week to week, one workload unit of service would be consistent with an average of 1.7 hours spent on service in a work week.

Teaching and Scholarship/Research: Teaching and Scholarship/Research Faculty workload designations are those comprised primarily of teaching but affording substantive work time for an active pattern of engaged scholarship/research/creative endeavor. Under University policy, faculty under this designation *typically* are assigned workloads featuring:

- 15-20 workload units of teaching
- 4-7 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

In the Program, faculty in this Teaching and Scholarship category typically engage in research activity equivalent to publishing 1.5 articles over 3 years. The Program Director will make this evaluation, based on a three-year retrospective evaluation of research activity by the faculty member.

Given the Program and College's high expectations that faculty participate in regular and sustained service activities, assignment of 1 to 3 workload units of service for Teaching and Scholarship/Research Faculty is typical. Exceptions to this would be faculty who take on significant service obligations to the University, the profession, or the community. Although the balance of teaching, research/creative endeavor, and service will vary from week to week, one workload unit of service would be consistent with an average of 1.7 hours spent on service in a work week.

Scholarship/Research-Intensive: Scholarship/Research-Intensive Faculty workload designations comprise roughly equally distributed responsibilities for teaching and scholarship/research/creative endeavor; however, this designation contemplates a level of sustained, peer-reviewed scholarship/research/creative endeavor (including associated outcomes/impact) consistent with professional- or discipline-specific R1 standards. Under University policy, faculty under this designation *typically* are assigned workloads featuring:

- 10-14 workload units of teaching
- 10-13 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

In the Program, Research-Intensive Faculty typically engage in research activity equivalent to publishing 3 articles over 3 years. The Program Director will make this evaluation, based on a three-year retrospective evaluation of research activity by the faculty member.

Given the Program and College's high expectations that faculty participate in regular and sustained service activities, assignment of 1 to 2 workload units of service for Scholarship/Research-Intensive Faculty is typical. Exceptions to this would be faculty who take on significant service obligations to the University, the profession, or the community. Although the balance of teaching, research/creative endeavor, and service will vary from week to week, one workload unit of service would be consistent with an average of 1.7 hours spent on service in a work week.

Note: All faculty (a) on the tenure track and (b) maintaining satisfactory progress toward the earning of tenure must be assigned workload consistent with the Scholarship/Research-Intensive designation above until tenure status has been finalized. The CAS Dean may request exceptions to this stipulation from the Provost.

5.0 Faculty Workload Requirements

Faculty workload is measured in **workload units**, with a standard of 24 units per academic year for a 9-month contract. Longer contracts have proportional requirements. The level of workload contribution should be determined by the program director in consultation with the faculty member (and reviewed and approved by the dean) as part of the workload allocation process.

5.1 Workload units encompass all faculty activities (i.e., teaching, research, service, and, when applicable, administration, and clinical work) and can vary by unit, discipline, and other factors.

Teaching: Typically includes student advising and mentoring, course design, instruction, and grading, except in cases where faculty freely choose to plan and teach courses outside their 24 units (e.g., in summer and/or winter terms). Laboratory courses (3000/4000 level) in Forensic Science will be given a designation of workload units based on the contact hours per week (i.e., a 3-hour lab meeting once per week will be 3 workload units for the course). In addition, coordination of internships within a semester (i.e., fall or spring) will be given a workload unit designation of 0.5 workload units for the semester. Lastly, undergraduate research mentoring and independent study mentoring will be given a workload designation of 0.25 for up to 2 students mentored with a maximum of 1 workload unit per semester (i.e., if a faculty member is mentoring 8 students in a semester, that would amount to 1 workload unit).

- **Research/Scholarship/Creative Endeavor:** Typically includes research, publications, creative works, grants, and community-based scholarship.

- **Service:** Typically includes contributions to professional and/or community service, as well as contributions to the faculty member's program, the College, and/or the University.

- **Administration:** Consists of primary leadership roles (e.g., program director/coordinator, department chair, etc.). The [CAS Administrative and Extraordinary Service Roles document](#) outlines workload expectations for administrative positions. In Forensic Science there is a program director, in a chair-like role, as well as an undergraduate program coordinator; both have adjusted workloads to accommodate their administrative duties.

5.2 Any assignment exceeding the required workload units is considered an **overload**, requiring Dean and Provost approval and compensated either through additional pay or current or future workload reduction.

5.3 The workload assigned to each faculty member must be consistent with the faculty member's contract and employment status, as well as with the governing promotion and tenure requirements.

- a. Annual faculty workloads for all full-time faculty must ensure that the faculty member's successful fulfillment will keep the faculty member "on pace" with approved promotion and/or tenure requirements.

- b. All annual faculty evaluations must be based on each faculty member's formally-assigned workload, in accordance with each faculty contract and the Faculty Manual.

5.4 The Forensic Science Program is currently under the Department of Sociology and Anthropology; the link to its [rank and tenure procedures and criteria can be found here](#). This workload policy will be updated when the Forensic Science Program has its own approved rank and tenure procedures and criteria.

6.0 Faculty Workload Processes

Annual Faculty Workload Assignment

The distribution of workload units for faculty for each academic year will be determined annually by the Program Director after consultation with the faculty member and taking into consideration the needs of the Program, existing commitments, and the strengths and goals of the individual faculty member. Ultimately, workload is assigned by the Program Director and approved by the Dean in conjunction with discipline-specific calibrations outlined in Program workload policies above. Individual faculty workload expectations can be recalibrated each year, taking into consideration teaching, research/creative endeavor, and service activities in recent years and plans for teaching, research/creative endeavor, and service in the upcoming academic year. Workload expectations can potentially be modified mid-cycle with approval of the Dean.

The Program Director will have an annual meeting with individual faculty to discuss their past work activities and future plans. The Program Director will record the workload expectations for the next academic year on the Individual Faculty Annual Workload Assignment template. This document will be shared with each faculty member, signed by them to acknowledge receipt, and then passed on to the Dean's Office for approval. Faculty members who disagree with their workload expectations can submit a written appeal to the Dean's Office.

Individual faculty workload assignments will be recorded in a manner consistent with section 6.0 of the [University Faculty Workload Policy](#). In the Forensic Science Program, the individual faculty workload assignments are shared with the faculty via a Google sheet that can only be accessed by the faculty in the program.

7.0 Equitable Distribution of Work

Consistent with the University and CAS Faculty Workload Policies, workloads should be assigned based on faculty expertise, departmental needs and goals, available resources, promotion and tenure guidelines, career development plans, and institutional priorities. Distribution of tasks must align with university standards while accommodating specific program and college needs. While institutional needs take precedence, faculty professional goals are considered.

8.0 Accountability for Administrative Oversight of Faculty Workload

The Program Director and Dean are 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.

9.0 Approvals

9.1 Version 1 was approved by the dean on October 31, 2025 and approved by the provost on June 5, 2026.