
Academic Unit Faculty Workload Policy

Academic Unit: Linguistics, Literatures, and Cultures (LLC) **Responsible Official:** LLC Chair

Version: 2.0

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 Department of Linguistics, Literatures, and Cultures (LLC), as part of the College of Arts and Sciences (CAS) at Saint Louis University (SLU). This policy aims to be consistent with SLU's [Faculty Workload Policy](#), as well as the [CAS Workload Policy](#). Faculty responsibilities and workloads are assigned by the LLC Chair (in consultation with faculty) and reviewed and approved by the CAS 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 LLC embraces, values, and encourages as fundamental drivers of faculty hiring and professional well-being. The diversity of LLC's faculty members' professional goals shall inform the distribution of work for individual faculty, as determined by the LLC Chair 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 LLC (as determined by its Department Chair), CAS (as determined by the Dean), and the University as a whole (as determined by the Provost) shall take precedence. This policy recognizes LLC's organizational complexities and financial constraints and prioritizes its commitment to serving students.

As a key contributing member of CAS and SLU, LLC 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, departmental 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 in line with SLU's [Faculty Workload Policy](#) and is grounded in the following principles:

- **Commitment to Excellence:** LLC is committed to excellence in teaching, research/scholarship/creative endeavor, service, and, when applicable, administration, and community-engaged work.
- **Flexible Distribution:** Workload assignments vary based on faculty category, qualifications, level of expected contribution in different workload areas, and departmental/programmatic needs. This flexibility allows the LLC Chair 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:** LLC 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:** LLC recognizes faculty who are disproportionately involved in service roles and aims to balance this while valuing their contributions.
- **Engagement:** All LLC 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.).

3.0 Scope

This policy applies to all faculty assigned to the Department of Linguistics, Literatures, and Cultures, under the responsibility of the LLC Chair and the oversight of the CAS Dean.

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. Teaching-Intensive in LLC means focusing primarily on teaching, along with engagement with one's area of expertise by means of activities that demonstrate their currency in it, such as attendance at conferences, workshops, or other professional events. Teaching-Intensive faculty in LLC are not expected to publish or engage in academic research activities. Data determining Teaching- Intensive status will be evaluated over a 3-year interval. 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/administrative activities

Given LLC'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. Teaching and Scholarship/Research in LLC means consistent engagement with one's scholarly field(s) and research productivity at a moderate level for their discipline(s). This engagement is ordinarily demonstrated by publications in refereed scholarly journals and/or book chapters in reputable presses at a rate of no fewer than 1 article/book chapter (or equivalent creative work) every two years. Book preparation and grants are given special consideration. Faculty must meet these research expectations to justify Teaching and Scholarship/Research active status. Data determining whether research productivity meets these expectations will be evaluated over a 3-year interval. 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/administrative activities

Given LLC'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. Scholarship/Research-Intensive in LLC means consistent engagement with one's scholarly field(s) and research productivity at the highest level for their discipline(s). This engagement is ordinarily demonstrated by publications in refereed scholarly journals and/or book chapters in reputable presses at a rate of 1 article/book chapter (or equivalent creative work) per year or more. Book preparation and external grants are given special consideration. Faculty must meet these research expectations to justify Scholarship/Research-Intensive status. Data determining whether research productivity meets LLC's expectations will be evaluated over a 3-year interval. 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/administrative activities

Given LLC'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, in consultation with the LLC Chair, may request exceptions to this stipulation from the Provost for LLC faculty.

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 Department Chair 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).
 - **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).
 - **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 LLC, CAS, and/or the University.
 - **Administration:** Consists of primary leadership roles (e.g., department chair, program coordinator, etc.). LLC follows the CAS Administrative and Extraordinary Service Roles document, which outlines workload expectations for administrative positions.
- 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 In addition to their regular teaching assignments, LLC faculty occasionally offer supplemental pedagogical experiences for their students (e.g., Independent Studies, Directed Studies, Independent Research, Internships, or (Honors) Capstone Projects), although this is not expected nor required. LLC faculty who freely choose to offer any of these during a given Fall and/or Spring semester for any reason (e.g., to help a student fulfill coursework requirements to graduate) in addition to their regularly assigned teaching units, must first consult with and obtain approval from the LLC Chair. The Chair, in consultation with the faculty member, will determine if/how the units related to those offerings will be allocated into the maximum of 24 workload units for the academic year, taking into consideration the faculty member's employment category, as well as departmental and programmatic needs in terms of teaching and service. Typically, if approved by the LLC Chair, an Independent Study, Directed Study, Independent Research, or (Honors) Capstone Project that is in addition to a faculty member's teaching assignments during the regular academic year can count as 0.5 workload unit in Teaching, provided that 1-2 students are enrolled and that the instructor meets with them once per week. It can count as 1 workload unit if the instructor meets with student(s) more than once a week or has 3-5 students enrolled. The workload units will be doubled for 6+ students. Both allocations require LLC Chair's approval. Similarly, Internships can count as

0.5 workload units in LLC, as the amount of work is similar to that of an Independent Study in the department, and instructors meet regularly with interns and assign a grade to the course. Workload units added to Teaching will be taken from Service. Independent Studies, Directed Studies, Independent Research, Internships, or (Honors) Capstone Projects offered in the summer or winter terms do not count for the faculty member's workload assignments during the academic year. Any and all Independent Studies, Directed Studies, Independent Research, Internships, or (Honors) Capstone Projects offered by a faculty member count toward their Annual Activity Report (AAR) and are acknowledged for overall promotion purposes in the area of Teaching.

- 5.4 The workload assigned to each faculty member must be consistent with the faculty member's contract and employment status, as well as with [LLC's Rank and Tenure Procedures and Criteria](#) policy.
- a. Annual faculty workloads for all full-time faculty in LLC must ensure that the faculty member's successful fulfillment will keep the faculty member "on pace" with LLC's 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.

6.0 Faculty Workload Processes

The distribution of workload units for LLC faculty for each academic year will be determined annually by the LLC Chair after consultation with the faculty member and taking into consideration the needs of the department, existing commitments, and the strengths and goals of the individual faculty member. Ultimately, workload is assigned by the LLC Chair and approved by the CAS Dean in conjunction with LLC-specific calibrations outlined in LLC's Faculty Workload Policy. Individual faculty workload expectations can be recalibrated each year, taking into consideration teaching, research/creative endeavor, and service activities in a 3-year interval 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 LLC Chair will have an annual meeting with individual faculty to discuss their past work activities and future plans. The LLC Chair 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 in LLC will be recorded in a manner consistent with section 6.0 of the [University Faculty Workload Policy](#) and be made available to all LLC full-time faculty on the Department's SharePoint website.

7.0 Equitable Distribution of Work

Consistent with the [University Faculty Workload Policy](#), workloads in LLC will 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 department and college needs. While institutional needs take precedence, faculty professional goals are considered.

8.0 Accountability for Administrative Oversight of Faculty Workload

The LLC Chair and the CAS Dean are responsible for ensuring that workloads meet university standards and are equitably distributed. Regular reviews are conducted within the college to adjust assignments based on changing needs, feedback, and evaluation data.

9.0 Approvals

9.1 Version 1.0 was developed by LLC faculty in October 2022 and submitted for Dean- and Provost-level review.

9.2 Version 2.0 was developed and approved by LLC faculty on October 29, 2025. It was approved by the Dean in December, 2025 and approved by the provost on 6/6/2026.