
Academic Unit Faculty Workload Policy

Academic Unit: Department of Philosophy

Responsible Official: Chair of Philosophy

Version: 1

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 Philosophy Department 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](#) and with the [College of Arts and Sciences Faculty Workload Policy](#).

Faculty responsibilities and workloads are assigned by the department chair 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 department 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 the 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 the department as well as those of CAS and/or University as a whole (as determined by the Provost), shall take precedence.

As a key contributing member of SLU, a Jesuit research university, the Philosophy Department 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

Consistent with the [University Workload Policy](#), this departmental policy is grounded in the following principles:

- **Commitment to Excellence:** The department 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.
- **Equity and Fairness:** Workload distributions should be equitable, ensuring fair evaluation and opportunities for merit increases and promotions. Biases in workload assignments related to gender, race, and other aspects of identity must be avoided.
- **Commitment to Service:** The department 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.
- **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.

The most fundamental governing principle of this workload policy is that chair workload decisions should be even-handed—in accord with general policies that apply uniformly to any faculty member in the department. The purpose of this document is to articulate those policies: to provide clarity, transparency, and accountability regarding faculty work expectations so that faculty will be fairly recognized for the many kinds of work they do and protected from unreasonable or unfair demands.

Strategic Directions:

As an internationally-recognized Ph.D.-granting department, Philosophy must strategically prioritize the generation of new philosophical knowledge, and the training of graduate students therein, while not neglecting the central importance of undergraduate education to the mission of the department and university. Tenure-line faculty members each possess special qualities of mind and discipline enabling them to advance knowledge in their relevant specialty areas of Philosophy, and to teach both undergraduate and graduate students at the highest level of expertise possible. When making workload distribution decisions, the chair’s first priority should be to nurture the faculty member’s research and creative efforts as much as possible, consistent with the department’s and college’s needs for teaching and service. Faculty development through research and writing not only fulfills a central aspect of the SLU’s mission—the pursuit of truth—but also elevates SLU’s pedagogical excellence.

3.0 Scope

This policy applies to all faculty assigned to the Department of Philosophy in CAS.

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](#)). Dual-listed and cross-listed courses are always considered a single course.

In the Philosophy Department, there are three faculty workload categories, defined as follows.

Teaching-Intensive: Teaching-Intensive Faculty workloads are 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 department'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.

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. Assignment to this designation requires that during the last three years, the faculty member has published the equivalent of at least one peer-reviewed article. 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

Given the department'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.

Scholarship/Research-Intensive: Scholarship/Research-Intensive Faculty workload designations comprise roughly equally distributed responsibilities for teaching and scholarship/research/creative endeavor. This designation requires a level of sustained, peer-reviewed scholarship/research/creative endeavor (including associated outcomes/impact) consistent with professional- or discipline-specific R1 standards. In the Philosophy Department, the relevant standard is production of at least the equivalent of one peer-reviewed publication per

year on average during the faculty member's last three years. 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

Given the department'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. Endowed chairs with extraordinarily high research productivity expectations are typically assigned fewer than ten workload units of teaching.

According to the Department of Philosophy's Rank and Tenure Procedures and Criteria, the minimum rate of scholarly productivity typically required for tenure is ***at least the equivalent of one peer-reviewed publication per year on average*** during the five-year probationary period. A similar productivity standard is mentioned for promotion to professor. It is reasonable to expect that tenured faculty with a research-intensive workload will continue to produce scholarship at roughly the same rate that they did in order to merit tenure, and this expectation drives the productivity markers included in the above-defined workload categories.

Note also that in the above category definitions, "publications" must be either in print or forthcoming (accepted by the journal or press). It is possible, though, that a tenured faculty member may fall short of the number of accepted, peer-reviewed publications required for the Research-Intensive or Teaching and Scholarship classifications but be able to demonstrate that they are making progress toward the requisite number of publications. Faculty can give evidence of such progress by, for instance, providing time-stamped drafts of their work, by showing that they have presented different and improved versions of their work at different conferences over the three-year period, or by presenting evidence that their paper has been submitted to a journal but needs revisions before being accepted or resubmitted.

The Department Chair has discretion to determine whether the progress being made toward publication justifies the placement of any faculty member in either the Research-Intensive or Teaching and Scholarship classifications, even when they lack the requisite number of peer-reviewed papers accepted for publication. In addition, the Department Chair will determine whether a tenured faculty member's other publications (e.g., those published in volumes of collected papers, edited volumes, etc.) are equivalent to peer-reviewed publications.

Note: All faculty (a) on the tenure track and (b) maintaining satisfactory progress toward the earning of tenure will be assigned workload consistent with the Scholarship/Research-Intensive designation above until tenure status has been finalized. Typically, in the Philosophy Department this will mean a two-course-per-semester teaching load. The Chair may request exceptions to this stipulation from the Dean, who will in turn require Provost approval.

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). In some units, it may also include coordination of multi-section courses.
- 3-credit courses with high enrollments (and supervision of graduate-student teaching assistants) will be assigned a multiplier for workload units in the following graduated manner:
 - 50-100 students = x 1.5 units
 - 100+ students = x 2.0 units
- In the College of Arts and Sciences, courses below enrollment thresholds (typically 12 students for an undergraduate course or 5 students for a graduate seminar) are normally cancelled. However, in the event that a low-enrolled course must continue to be offered, the faculty member teaching that course will be assigned reduced workload (decrease multiplier) for workload units in the following graduated manner:
 - Undergraduate Courses:
 - 2-11 students = 1.5 units
 - 1 student = .25 unit (same as independent study)
 - Graduate Courses:
 - 2-4 students = 1.5 units
 - 1 student = .25 unit (same as graduate reading course or dissertation supervision)
- Supervision of a chair-authorized independent study (including PHIL 4880 mentoring) is .25 workload units.
- Chaining a graduate student's PhD or MA thesis amounts to .25 workload units per active student per semester.

Research/Scholarship

- 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 Philosophy Department, the College, and/or the University.
- Consistent with the College of Arts and Sciences workload policy, one workload unit of service is consistent with an average of 1.7 hours spent on service each work week over the course of the academic year (recognizing that the balance of teaching, research/creative endeavor, and service will vary from week to week over the course of a year).

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. Currently in the department, administrative roles include Chair, Graduate Program Coordinator, and Undergraduate Program Coordinator.

- 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 This department workload policy is consistent with the CAS and university-level policies. It articulates the distinctive nature of faculty work and workload within the Department of Philosophy.
- 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 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.

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 Department Chair after consultation with the faculty member and taking into consideration both the needs of the Department, and the existing commitments, strengths and goals of the individual faculty member. Ultimately, workload is assigned by the Department Chair and approved by the Dean.

Individual faculty workload expectations can be recalibrated each year, taking into consideration teaching, research, 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.

Workload Assignment Process

The Philosophy Department Chair will have an annual meeting with each faculty member to discuss their past work activities and future plans. The chair will record the workload expectations for the next academic year on the Individual Faculty Annual Workload Assignment template and share it with the faculty member, who will sign it to acknowledge receipt. The chair then passes the workload assignment on to the Dean's Office for approval.

Individual faculty workload assignments will be recorded in a manner consistent with section 6.0 of the [University Faculty Workload Policy](#). Once all workload plans are developed, the chair will compile them all together into an annual department workload summary which will be made available electronically to all Philosophy faculty by means of a password-protected, university-owned data storage/sharing resource.

Appeals Process

Faculty members who disagree with their workload expectations can submit a written appeal to the Dean's Office.

7.0 Equitable Distribution of Work

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

8.0 Accountability for Administrative Oversight of Faculty Workload

Deans and department chairs 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 was approved by the dean January 2025 and approved by the provost on June 6, 2026.