
Academic Unit Faculty Workload Policy

Academic Unit: Political Science

Responsible Official: Department Chair

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 Political Science department at Saint Louis University (SLU). This policy aims to be consistent with [SLU's Faculty Workload Policy](#) and with the [CAS Workload Policy](#). Faculty responsibilities and workloads are assigned by the department chair (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 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 department chair and dean 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 determined by the department chair and dean), as well as those of the University as a whole (as determined by the Provost), shall take precedence. This policy recognizes SLU's organizational complexities and financial constraints and prioritizes its commitment to serving students.

As a key contributing member of SLU, a Jesuit research university, the 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, College 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 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. This flexibility allows department chairs 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 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.
- **Support for Diversity:** The department 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.).

3.0 Scope

This policy applies to all faculty assigned to Political Science under the Dean’s oversight in the College of Arts and Sciences.

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:

- 18-24 workload units of teaching
- 0-3 workload units of research/scholarship/creative endeavor
- 0-3 workload units of service/clinical/administrative activities

Given the 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.

For Teaching-Intensive Faculty, there is minimal evidence of ongoing work intended for publication. However, faculty are expected to engage in research activities to maintain currency of knowledge. Those activities may include, but are not limited to, conference attendance, giving public talks on relevant topics, or participation in the department's research series

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

Given the 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.

Teaching and Scholarship/Research Faculty are expected to produce:

- (A) The publication of (1) or more scholarly articles in a peer-reviewed journal or a scholarly book chapter in an edited volume with a reputable academic or trade press during a 6-year period.

AND

- (B) Evidence of (1) or more distinct scholarly articles or book chapters submitted for publication review at a peer-reviewed journal or for an edited volume with a reputable press.

AND

- (C) Evidence of ongoing work intended for publication including at least one presentation at an academic conference.

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

Given the 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.

Scholarship/Research-Intensive Faculty are expected to produce:

(A) A scholarly book/monograph with a reputable trade or academic press in the last 6 years.

OR

(B) (3) single-author or (4) co-authored articles published or accepted for publication in a peer-reviewed journal during a 6-year period.

OR

(C) A combination of (4) scholarly book chapters and scholarly articles published or accepted for publication during a 6-year period.

In consultation with the department chair, other substantial research activities (including, but not limited to, grant-writing, public opinion polling, and community-based research) may count towards fulfillment of the criteria above.

Recognizing that certain administrative roles carry unusually heavy workload burdens, the department also allows faculty who wish to re-establish an active research agenda (consistent with the scholarship/research-intensive criteria defined above) after a period of heavy administrative work. When faculty return from administrative appointments or leaves, workload assignment plans will vary across situations and require discernment by the chair and/or dean.

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, 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).
- 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 department, 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.

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 policy (a) is fully consistent with college- and university-level policies, and (b) articulates the distinctive nature of faculty work and workload within the Department of Political Science.

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.

- 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.
- 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.

Click [here](#) for the Political Science department's approved Rank and Tenure Procedures and Criteria.

6.0 Faculty Workload Processes

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 the needs of the Department, existing commitments, and the strengths and goals of the individual faculty member. Ultimately, workload is assigned by the Department Chair and approved by the Dean in conjunction with discipline-specific calibrations outlined in Department workload policies. 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 Department Chair will have an annual meeting with individual faculty to discuss their past work activities and future plans. The Department 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 will be available through a password-protected OneDrive file that will be made available to all faculty.

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 This version was approved by the dean in November 24, 2025 and approved by the provost on June 6, 2026.