
Academic Unit Faculty Workload Policy

Academic Unit: Department of Sociology and Anthropology

Responsible Official: Chair of Department

Version: 1.0

Policy Effective Date: 6/23/26 pending stage II (research buyout and production policies being approved)

1.0 Introduction

This policy outlines the approach to assigning and managing faculty workload for the Department of Sociology and Anthropology within the College of Arts and Sciences (CAS) at Saint Louis University (SLU). This policy aims for consistency with the [SLU Faculty Workload Policy](#) as well as the [CAS Faculty 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 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, College, and University as a whole (as determined by the Provost) shall take precedence. This policy recognizes the Department'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 faculty contracts and workload assignments within the Department
- 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, and community-engaged work.
- **Flexible Distribution:** Workload assignments vary based on faculty category, qualifications, level of expected contribution in different workload areas, and Department needs. This flexibility allows the Department 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:** 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 the Department of Sociology and Anthropology under the Chair’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 [SLU Faculty Workload Policy](#)).

Teaching-Intensive Faculty: Teaching-Intensive 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/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 Department, College, University, their 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: Teaching and Scholarship/Research 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/administrative activities

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

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 Department, College, University, their 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 Faculty: Scholarship/Research-Intensive 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/administrative activities

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

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 Department, College, University, their 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 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 (e.g., teaching, research, service, and administration). 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.

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 winter terms). Teaching may also include coordination of faculty mentors for Capstone projects.

- **Workload equivalencies:** Each credit hour of teaching equates to 1 workload unit, with the following exceptions: **(i)** One credit of teaching counts as 0.25 units for independent studies and directed readings (e.g., SOC 4980) and internships (SOC 4910), depending on the amount of work involved and on approval of Chair. **(ii)** Thesis and dissertation supervision (e.g., SOC 5990) count as 0.25 units per year, except in the final year of a dissertation where each credit counts as 0.25 units per student per semester (in accordance with CAS standards). **(iii)** Capstone mentoring for undergraduate students equates to 0.25 units per every 1 mentored student.

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

- **Workload equivalencies:** In accordance with the [CAS Faculty Workload Policy](#), one workload unit of research is consistent with an average of 1.7 hours spent on research 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).

Service: Typically includes contributions to professional and/or community service, as well as contributions to the Department, College, and/or University.

- In accordance with the [CAS Faculty 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., Department Chair, Associate Chair, Program Coordinator).

- Members of the faculty holding administrative appointments will have adjusted workloads to accommodate their administrative duties. The [College of Arts and Sciences Administrative and Extraordinary Service Roles](#) document outlines workload expectations for administrative positions.

5.2 The workload assigned to each faculty member must be consistent with the faculty member's contract and employment status, as well as with [the Department's promotion and tenure requirements](#).

- a. Annual faculty workloads for 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

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. 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 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 recorded in a manner consistent with section 6.0 of the [SLU Faculty Workload Policy](#). Faculty can view individual faculty workload assignments via SharePoint or another location that is password-protected or otherwise appropriately secured.

7.0 Equitable Distribution of Work

Consistent with the [SLU Faculty Workload Policy](#), workloads should be assigned based on faculty expertise, Department 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 Department Chair and 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 Following the approval of version 3.0 of the [University Faculty Workload Policy](#) (effective February 1, 2025), this department policy was developed by a department committee in September 2025. Dean approved October 29, 2025. Provost approved June 23, 2026.