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## Faculty Workload Policy

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**Academic Unit (Department or College/School):**  
SPS

**Responsible Academic Unit Official:** Dean, SPS

**Dean Approval Date:** 10/12/2026

**Provost Approval Date:** 10/15/2026 pending university research buyout policy and production standards.

**Policy Effective Date:**

**Version:** 1

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### 1.0 Introduction

This policy operationalizes the University Faculty Workload Policy for faculty in the School for Professional Studies (SPS). All annual workload assignments for SPS faculty must be consistent with:

- the [University Faculty Workload Policy](#),
- the [Faculty Manual](#),
- each faculty member's contract and assigned role, and
- the SPS Promotion & Tenure Guidelines.

Workload assignments are developed collaboratively between each faculty member their direct supervisor, and the Associate Dean, following the procedures outlined in this document. Assignment decisions must be implemented equitably across all full-time SPS faculty and aligned with the academic, operational, and strategic needs of the School and the University.

### 2.0 Governing Principles

This SPS workload policy is governed by the principles articulated in Section 2.0 of the University Faculty Workload Policy, including commitments to excellence, flexibility, equity, and support for diversity. In applying these principles, SPS aligns workload assignments with its mission, academic priorities, and operational needs, and ensures equitable treatment across all full-time faculty while taking into account each faculty member's, tenure-track status, workload designation, professional interests, and assigned role within the School.

### 3.0 Strategic Priorities

The SPS Workload Policy reflects the School's mission and values and is designed to support the strategic priorities of SPS. As a unit focused on providing flexible, market-responsive programs for adult learners, SPS places particular emphasis on teaching excellence, program innovation, and effective academic administration. Workload assignments should support these priorities while remaining aligned with University policy and the operational needs of the School.

### 4.0 Definitions of Work Domains

SPS adheres to the workload designations defined in Section 4.0 of the University Faculty Workload Policy:

- (1) Teaching-Intensive,
- (2) Teaching + Scholarship/Research, and
- (3) Scholarship/Research-Intensive.

The University defines a **workload unit (WU)** as “*the amount of work required for the successful conduct of one credit hour of teaching in a given discipline.*” For purposes of workload allocation, one WU is consistent with approximately 1.7 hours of effort per week over the 38-week academic year, or approximately 65 hours of effort annually. SPS applies these standards to determine workload equivalencies across teaching, scholarship, service, and administrative responsibilities.

In practice, the majority of SPS faculty are assigned either **Teaching-Intensive** or **Teaching + Scholarship/Research** workloads, consistent with their professional goals, and the interdisciplinary, professionally oriented mission of the school. Scholarship/Research-Intensive assignments are used infrequently in SPS but may apply to tenure-track faculty or others whose contracts specify sustained, peer-reviewed scholarship and external funding at levels consistent with University expectations.

Many faculty also hold required administrative responsibilities (e.g., Program Director, Associate Dean, or other formal administrative roles). When such administrative responsibilities are assigned, they are incorporated into annual workload determinations as part of the faculty member’s 24-WU academic-year workload. As a result, SPS faculty workloads may deviate from the typical distribution of teaching units codified in the University workload designations, while still remaining fully consistent with each faculty member’s assigned role and the University Faculty Workload Policy.

Workload designation for each faculty member is reviewed annually and must remain consistent with University policy, each faculty member’s assigned role, and SPS’s academic and operational needs.

## 5.0 Work Expectations

Faculty workload is measured in workload units (WUs), with a standard assignment of **24 WUs** for full-time faculty on a **9-month contract**, consistent with Section 5 of the University Faculty Workload Policy. Faculty on extended contracts have proportionally higher annual workload requirements as stipulated in their appointment; workload units associated with the additional contract period are assigned separately.

### 5.1 Faculty Workload Activities

Consistent with 5.1 of the University Faculty Workload Policy, workload units (WUs) encompass the faculty activities that are relevant to the mission and structure of SPS: **teaching, research/scholarship, service, and administration**. SPS applies these University-defined activities using operational definitions aligned with the School’s academic programs, instructional formats, and mission. The distribution of workload units may vary by discipline, faculty role, and faculty professional interests.

#### 5.1.1 Teaching

Consistent with section 5.1 of the University policy, teaching includes all activities related to a faculty member’s multi-faceted responsibilities related to the teaching of courses and includes (but is not limited to) the following:

- designing or revising course materials and syllabi for assigned courses, including individualized learning experiences such as independent studies or Master’s Project supervision;
- preparing for and delivering instruction in in-person, online, and hybrid formats;
- providing timely and substantive interaction with students outside the classroom, including responses to course-related inquiries and academic advising connected to assigned courses;
- assessing student achievement of course- and program-level outcomes, including grading and the submission of required evaluations and final grades;
- monitoring and evaluating students engaged in experiential or applied learning components required by SPS programs (e.g., internships, practica, service-learning, field experiences);
- engaging in teaching-related professional development that supports effective instruction in SPS modalities, platforms, or pedagogical approaches, including training required by the School or the

University.

Typical allocation per faculty classification:

- Teaching-Intensive faculty: 21-24 WU
- Teaching + Scholarship/Research faculty: 15-20 WU
- Scholarship/Research-Intensive faculty: 10-14.

| Class Size                | Multiplier |
|---------------------------|------------|
| Very small (1-5 students) | 0.8        |
| Small (6-14)              | 0.9        |
| Standard (15-30)          | 1.0        |
| Large (31-50)             | 1.1        |
| Very large (51+)          | 1.2        |

### 5.1.2 Research/Scholarship *(Referred to hereafter collectively as “scholarship”)*

Consistent with section 5.1 of the University policy, scholarship involves all activities related to research, publications, creative works, grants, and community-based scholarship. Because SPS is a multi-disciplinary school consisting mostly of non-tenure-track faculty and significant administrative duties, the School values diverse forms of scholarly contributions that align with disciplinary standards and faculty professional interests. Scholarship activities include (but are not limited to) the following:

- production of a scholarly publication, book, or chapter;
- production of creative or applied work—such as instructional materials, simulations, multimedia content, or other discipline-relevant products—that are disseminated, adopted, or evaluated in professional, academic, or practitioner contexts;
- preparation for and participation in a scholarly or professional presentation or conference proceeding;
- preparation of a grant or other external funding application that supports research, creative work, or community-based scholarship;
- fulfillment of award-related responsibilities required by a funding organization, including preparation and submission of progress reports, deliverables, project materials or results, compliance documentation, and final reports;
- preparation/submission of a patent application;
- execution of a community-based scholarship or participatory research project;
- development of a computer software, tool, model, or digital product that advances disciplinary knowledge or professional practice and is disseminated, used, or evaluated in academic, professional, or practitioner contexts;
- preparation of public-facing professional writing—including an article, essay, analysis, or commentary—that draws upon disciplinary expertise, communicates evidence-informed insights, and is disseminated through established venues relevant to SPS disciplines or audiences (e.g., The Conversation, practitioner platforms, or comparable outlets).

Scholarship WUs represent sustained scholarly effort across the academic year. Tangible scholarly outputs appropriate to the faculty members’ expertise serve as evidence of that effort. Individual outputs are not assigned fixed WU values; rather, scholarship WUs reflect the aggregate scope and intensity of scholarly engagement associated with the assigned workload level.

Scholarship output expectations are based on the faculty member's assigned workload classification. Because scholarly activities vary in form, scope, and duration and may extend across academic years, expected outputs are expressed as an annual rate and are evaluated over multiple years. Scholarly or professional outputs may take any of the forms identified above and are not limited to traditional academic publications. Consistent with the SPS Promotion & Tenure Guidelines, expected output rates are:

- Teaching-Intensive faculty: Scholarship is not ordinarily required as part of the assigned workload. When scholarship WUs are assigned, expectations for scholarly activity and tangible outcomes will be established as part of the individual workload.
- Teaching + Scholarship/Research faculty: 0.8 scholarly or professional outputs per year, equivalent to approximately two outputs every two to three years.
- Scholarship/Research-Intensive faculty: 1.0 scholarly or professional output per year, equivalent to approximately two outputs every two years.

For purposes of annual performance review, faculty assigned scholarship WUs are expected to demonstrate scholarly activity and progress during the academic year consistent with their assigned workload and progress toward the applicable output rate. Because output rates are evaluated over multiple years, completion of a scholarly or professional output is not required in every individual academic year.

Typical allocation per faculty classification:

- Teaching-Intensive faculty: 0-1 WU
- Teaching + Scholarship/Research faculty: 4-7 WU
- Scholarship/Research-Intensive faculty: 10-13 WU

### **5.1.3 Service**

Consistent with Section 5.1 of the University policy, service includes contributions to the profession, to the community, and to the faculty member's program, School, and the University. Guided by the Jesuit mission and values of Saint Louis University, service is a fundamental expectation of all SPS faculty. One service WU is consistent with approximately 1.7 hours of service activity per week, or 65 hours over the academic year.

In practice, the majority of service performed by SPS faculty will be internal to the University, reflecting the centrality of shared governance, assessment, accreditation, and programmatic support. Professionally relevant external or community service may receive workload credit when the time commitment and institutional alignment warrant it; such assignments are typically fractional and generally do not exceed 0.5 WU in a given year unless expressly approved by SPS leadership. The level of workload contribution allocated to service is determined through the annual workload assignment process in consultation between the faculty member and their supervisor.

Typical allocation per faculty classification across all Service categories:

- Teaching-Intensive faculty: 0-3 WU
- Teaching + Scholarship/Research faculty: 0-3 WU
- Scholarship/Research-Intensive faculty: 0-3

#### **5.1.3.1 Service to the University**

Service to the University consists of substantive contributions that support the governance, academic quality, and operational effectiveness of SPS and Saint Louis University. These activities may include (but are not limited to):

- service on program-, School-, or University-level committees, task forces, or working groups that extend beyond assigned program administration duties;
- participation in program assessment, accreditation processes, or curricular review activities that exceed or fall outside of assigned program administration responsibilities;
- service as a reviewer of internal grant or award applications (e.g., Office of the VP for Research, Center for Service and Community Engagement)'
- formally assigned mentoring and/or peer evaluation of colleagues;
- participation in the work of University centers or institutes;
- substantive contributions to SPS initiatives, strategic priorities, or operational needs.

*Note: Routine faculty obligations—such as attending faculty meetings or University ceremonies—are not counted as service, consistent with University policy.*

### **5.1.3.2 Professional Service**

Professional service includes contributions to disciplinary, academic, or practitioner communities beyond the University. These activities may include (but are not limited to):

- service as an officer, committee member, or task force member in a professional or disciplinary association;
- reviewing manuscripts, conference submissions, or professional products for disciplinary organizations;
- reviewing proposals for external funding agencies or serving on external review panels (e.g., NIH, NSF, Lilly Foundation, Cortex)
- participation in accreditation, certification, licensure, or standards-review bodies (e.g., LCME, ABET, AACSB, HLC, SACS);
- other documented professional service activities that substantively advance disciplinary or practitioner communities.

*Workload credit for professional service is typically assigned in fractional units (following Appendix A), reflecting the episodic and variable nature of these responsibilities. Larger, sustained leadership roles in professional organizations may receive additional consideration through the annual workload assignment process.*

### **5.1.3.3 Public Service**

Public and community service reflects SLU's commitment to "service to humanity" and includes contributions undertaken on behalf of the University to support community partners and organizations. These activities may include (but are not limited to):

- service on boards, committees, or task forces for non-profit or civic organizations in a manner that advances SLU or SPS priorities;
- providing pro bono professional expertise to community or governmental organizations;;
- participating in mission-aligned outreach or engagement activities representing the University.

*Workload credit for public and community service is discretionary and typically assigned only when such activities demonstrably advance SPS or University strategic priorities. These assignments are normally fractional in nature (following Appendix A) due to the episodic scope of most public engagement activities.*

### **5.1.4 Administration**

Consistent with Section 5.1 of the University Policy, administration in SPS refers to responsibilities associated with formal administrative appointments, such as Program Director, Associate Dean, Dean, or other University-recognized administrative roles (often with an associated stipend). These roles carry leadership, coordination, and operational obligations that extend beyond routine faculty expectations and

contribute directly to the academic and administrative functioning of SPS. Administrative responsibilities associated with these formal roles may include (but are not limited to):

- coordination of assessment, accreditation, program review, enrollment management, or continuous improvement processes required for program quality and compliance;
- supervision, mentoring, and evaluation of adjunct faculty, including staffing oversight and monitoring of instructional quality;
- leading curriculum development, revision, or alignment efforts across programs or modalities beyond standard course preparation;
- oversight of program- or School-level operational or strategic initiatives assigned by SPS leadership;
- management of academic operations such as scheduling, enrollment oversight, program compliance, or other functions essential to SPS program delivery;
- representing the program or School in University committees, working groups, or administrative processes tied directly to the administrative role.

Typical allocation per faculty classification:

- Teaching-Intensive faculty: 0-6 WU
- Teaching + Scholarship/Research faculty: 0-6 WU
- Scholarship/Research-Intensive faculty: 0-6

Faculty with formal administrative responsibilities may be allocated 0–6 administrative WUs as part of their 24-WU academic-year workload. Administrative WUs are allocated in consideration of the faculty member's other assigned workload responsibilities.

*Per SPS Promotion & Tenure Guidelines, administrative responsibilities are considered Administrative Service for promotion purposes.*

*In cases where overlap or ambiguity exists regarding whether a responsibility is best categorized as Administration or Service, the activity will be assigned to the category that most logically reflects its purpose and scope within the faculty member's role. Such determinations are made in consultation between the faculty member and SPS academic leadership to ensure clarity and avoid double-counting.*

## **5.2 Overload**

Consistent with Section 5.2 of the University Policy, any assignment exceeding the required annual workload units constitutes an overload. All overload assignments require prior review and approval by the SPS Dean and subsequent approval by the Provost and are compensated through either additive pay or a future workload reduction in accordance with University policy.

## **5.3 Alignment with University Policy**

This workload policy is maintained in full alignment with the University Faculty Workload Policy and fulfills the requirement in Section 5.3 that each college or school establish a unit-level workload policy consistent with University standards.

## **5.4 Consistency with Contract and Promotion Eligibility**

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.

## 6.0 Individual Faculty Workload Assignments

### 6.1 Required Elements

Each SPS faculty member receives a formal annual workload assignment that includes:

- a link to the University Faculty Workload Policy;
- a link to the SPS Faculty Workload Policy posted on the Provost's website;
- the faculty member's assigned workload distribution in teaching, scholarship, service, and administration (as applicable);
- the workload unit allocation for each category, including any fractional assignments or administrative workload associated with extended contracts;
- a signature line for faculty acknowledgment of receipt (acknowledgment signifies understanding, not agreement).

### 6.2 Development of Annual Assignments

Consistent with Section 6.2 of the University Faculty Workload Policy, annual workload assignments are developed collaboratively between the faculty member and their supervisor, taking into account:

- the prior year's workload assignment and documented outcomes;
- the faculty member's proposed plans for teaching, scholarship, service, and administration;
- programmatic, instructional, and operational needs of SPS;
- the governing promotion and/or tenure-track requirements.

Assignments may change annually as faculty roles evolve or school needs shift. Supervisors and the SPS Dean are responsible for ensuring equity and compliance with University and SPS policies in all workload decisions.

While specific dates may vary, the process of workload assignment occurs following this process:

1. **Faculty Self-Review (Early January):**  
Faculty complete a brief reflection on the prior year's workload assignment, including accomplishments, unmet commitments (if any), and preliminary plans for the coming year.
2. **Supervisor Consultation (Late January):**  
The faculty member and supervisor meet to review the self-analysis, discuss anticipated needs in teaching, scholarship, service, and administration, and identify School-wide instructional or operational requirements.
3. **Draft Workload Assignment (Early to Mid February):**  
The supervisor prepares and shares a draft workload assignment reflecting the proposed WU distribution for the upcoming academic year.
4. **Faculty Input and Revision (Mid to Late February):**  
Faculty have the opportunity to provide feedback or request adjustments. Revisions are made as appropriate based on School needs, policy requirements, and faculty roles.
5. **Finalization and Acknowledgment (By Mid March):**  
The final workload assignment is issued, acknowledged by the faculty member (indicating receipt and understanding, not agreement), and forwarded to the SPS Dean for review.
6. **Dean and Provost Review (Late March / Early April):**  
Finalized assignments are reviewed by the Dean and, when required, submitted to the Provost's Office in accordance with University procedures.

### 6.3 Finalization and Record Retention

Once finalized and acknowledged by the faculty member, the workload assignment is:

- retained in the faculty member's personnel file;
- shared with the SPS Dean for review;
- made accessible to all SPS faculty each year through a password-protected online repository maintained by SPS (per University requirement 6.4.i).

## 6.4 Appeals Process

In accordance with Appendix A §1.5 of the University Faculty Workload Policy, SPS maintains an internal process for resolving disagreements regarding individual annual workload assignments:

1. If a faculty member is dissatisfied with the final workload assignment by the Associate Dean, the faculty member may submit a written appeal to the Dean of SPS. The appeal will provide a reason for the appeal and justification for an alternative workload assignment.
2. The Associate Dean will provide the Dean with an explanation and justification for the assigned workload.
3. After reviewing the submitted materials and additional information, the Dean will make the final decision regarding the faculty member's workload assignment.

## 7.0 Equitable Distribution of Work

Consistent with Section 7.0 of the University Faculty Workload Policy, SPS assigns faculty workloads in a manner that is equitable, mission-aligned, and responsive to unit needs. Workloads must reflect a balance among:

- faculty expertise and qualifications;
- the instructional, administrative, and operational needs of SPS;
- available resources, including adjunct capacity and program enrollment patterns;
- promotion and tenure guidelines associated with each faculty member's classification (e.g., NTT, TT);
- faculty professional goals, as appropriate and feasible.

Workload units assigned beyond the 9-month base period are devoted exclusively to administrative responsibilities, consistent with SPS practice and Section 5.4 of this policy.

While institutional and programmatic needs take priority, individual faculty goals and developmental trajectories are considered during the annual workload assignment process. Equitable distribution does not imply identical assignments; rather, it requires **consistent** application of workload principles and transparent alignment with the frameworks established in this policy.

## 8.0 Accountability for Administrative Oversight of Faculty Workload

Consistent with Section 8.0 of the University Faculty Workload Policy, the Dean of SPS is responsible for ensuring that all faculty workload assignments:

- align with University standards and the SPS workload policy;
- are applied equitably across full-time faculty;
- reflect the instructional, administrative, and strategic needs of the School;
- are consistent with each faculty member's assigned role and promotion pathway.

The Associate Dean oversees the day-to-day implementation of workload processes, including initial assignment review, documentation, and annual monitoring of faculty fidelity to their assigned workload. Program Directors provide input regarding programmatic needs and faculty contributions but do not approve individual workload assignments.

SPS leadership will regularly review workload patterns, enrollment changes, and operational needs to ensure that assignments remain equitable and consistent with both University and SPS policy.

## 9.0 References

This policy is governed by and must remain consistent with the following documents:

- University Faculty Workload Policy (Version 3.0, 2025)

- Saint Louis University Faculty Manual (St. Louis Campus)
- SPS Promotion & Tenure Guidelines (forthcoming)
- Faculty Assignment Policy (forthcoming from the Provost's Office)

## 10.0 Approvals

Version 1.0

SPS Faculty Assembly Endorsement Date: 10/12/2026

Dean Approval Date: 10/12/2026

Provost Approval Date: 10/15/2026

Effective Date: 10/15/2026

*Note: Per Appendix A §2.8 of the University Faculty Workload Policy, this SPS Faculty Workload Policy will be reviewed every three years. The initial review will be conducted at the School level, following SPS shared governance procedures and the approval processes outlined in the University Faculty Workload Policy.*