
Theological Studies Faculty Workload Policy

Academic Unit: Dept of Theological Studies

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 Department of Theological Studies (DTS) 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, and this diversity shall inform the distribution of work for individual faculty. Workload will be determined by the department chair in consultation with each faculty member, keeping in mind that this consultation may not necessarily guarantee that faculty professional goals or input on workload will be proportionally manifested in all workload assignments. The broader needs/priorities of the DTS (as determined by the department chair and/or dean), as well as those of the 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 DTS is committed to faculty excellence in:

- teaching
- scholarship and research
- service to the University
- professional service
- public service to local/regional/national/global communities
- administration

The policy:

- covers all individual contracts 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 DTS is committed to excellence in teaching, research/scholarship, 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/program 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 DTS 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 DTS 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 DTS under the dean’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 [University Faculty Workload policy](#)) in a given discipline. Also, 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, and service will vary from week to week over the course of a year). Similarly, one workload of research is consistent with an average of 1.7 hours spent on research each work week over the course of the academic year.

Teaching-Intensive: Teaching-Intensive faculty workloads are those comprised either exclusively or nearly exclusively of responsibility for teaching. Under University policy, faculty workloads with this designation *typically* feature:

- 21-24 workload units of teaching
- 0 workload units of research/scholarship
- 0-3 workload units of service/administrative activities

Given the DTS's high expectations that faculty participate in regular and sustained service activities, assignment of 1 to 3 workload units of service for a Teaching-Intensive workload 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 (TSR) faculty workload designations are those comprised primarily of teaching but affording substantive work time for an active pattern of engaged scholarship/research. Under University policy, faculty workloads with this designation *typically* feature:

- 15-20 workload units of teaching
- 4-7 workload units of research/scholarship
- 0-3 workload units of service/administrative activities

On average, assuming 6-7 workload units allocated to scholarship/research, DTS faculty with the TSR workload designation produce the equivalent of at least one article or book chapter every two years; additionally, they network actively and engage in other scholarly 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 is typical; exceptions to this would include faculty with the TSR workload designation who take on significant service obligations to the University, the profession, or the community. Faculty whose scholarship/research activity dips below the standards described above for a period of 3 or more years may be assigned 4-5 workload units of research/scholarship.

Scholarship/Research-Intensive: Scholarship/Research-Intensive Faculty workload designations comprise roughly equally distributed responsibilities for teaching and scholarship/research; however, this designation contemplates a level of sustained, peer-reviewed scholarship/research consistent with R1 standards. Under University policy, faculty workloads with this designation *typically* feature:

- 10-14 workload units of teaching
- 10-13 workload units of research/scholarship
- 0-3 workload units of service/administrative activities

Research expectations are spelled out in the DTS Rank and Tenure Procedures and Criteria. On average, DTS faculty with the Scholarship/Research-intensive workload designation regularly produce the equivalent of at least one article or book chapter per year; additionally, they consistently publish academic monographs (or their

equivalents), network actively, and engage in other scholarly activities, such as editorial work or grant-writing. Beyond yearly production, the DTS examines production over multiple years; an average of only one article or book chapter/year (over 3 or more years) would fall below the level expected of a Scholarship/Research-Intensive workload, given the standards set out in the DTS Rank and Tenure Procedures and Criteria. Given the College's high expectations that faculty participate in regular and sustained service activities, assignment of 1 to 2 workload units of service is typical. Exceptions to this would be faculty who take on significant service obligations to the University, the profession, or the community.

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. One workload unit of research/scholarship, service, or administration is consistent with an average of 1.7 hours spent each work week over the course of the academic year (recognizing that the balance of teaching, research, service, and administration will vary from week to week over the course of a year).

Teaching

- Typically includes course design, instruction, grading, student advising/mentoring, and supervision of masters' theses and/or doctoral dissertations.
- Additionally, the DTS sets the following equivalencies:
 - Chairing a graduate student's Ph.D. or Master's thesis is equivalent to .25 workload units per active student per semester.
 - Supervision of a chair-authorized independent study is equivalent to .25 workload units.

Research/Scholarship

- Typically includes research, publications, grants, and community-based scholarship.

Service

- Typically includes contributions to professional and/or community service, as well as contributions to the DTS, CAS, and/or the University.

Administration

- Consists of primary leadership roles (e.g., department chair). The DTS adheres to the workload expectations in the CAS Administrative and Extraordinary Service Roles document, including the workload equivalencies described therein.

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.

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 the promotion and/or tenure requirements found in the approved [DTS Rank and Tenure Procedures and Criteria](#).

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 the needs of the DTS, 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, and service activities in recent years and plans for teaching, research, and service in the upcoming academic year. Workload expectations can potentially be modified mid-cycle with approval of the Dean.

The DTS chair will meet each year, in late January or early February, 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 [University Faculty Workload Policy](#). They will be available only to authorized individuals in a password-protected environment, such as the DTS SharePoint page.

7.0 Equitable Distribution of Work

Consistent with the [University Faculty Workload Policy](#), workloads should be assigned based on faculty expertise, DTS 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 DTS and college needs. While institutional needs take precedence, faculty professional goals are considered.

8.0 Accountability for Administrative Oversight of Faculty Workload

The Dean and DTS chair are responsible for ensuring that workloads of DTS faculty 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 Policy was approved by the dean in November 13, 2025, and approved by the provost on June 6, 2026.