

SLU School of Science & Engineering (SSE) Faculty Workload Policy

PURPOSE: To establish a school policy framework within which SSE academic units will determine specific parameters and metrics for the assignment of workload based on evaluation of contributions from teaching, research and scholarship, service, and (when applicable) administration. Such a framework, along with the workload policies developed at the departmental level, will yield a set of workload expectations that are used to inform any pursuant evaluation and assist with planning for the next academic year.

SCOPE: Applies to all full-time faculty members with regular appointments in the SSE funded through college or department unrestricted operating accounts as described in Section III.D of the Faculty Manual of Saint Louis University.

DEFINITIONS: Tenure-Track (TT) or Tenured Faculty – faculty with the titles Instructor, Assistant Professor, Associate Professor, and Professor as defined in as defined in Section III.D.1 of the Faculty Manual of Saint Louis University.

Non-Tenure-Track Faculty (NTT) – faculty with the titles Instructor, Assistant Professor, Associate Professor, and Professor as defined in as defined in Section III.D.2 of the Faculty Manual of Saint Louis University.

Additional definitions used in this document are consistent with the definitions found in the University Policy on Faculty Workload and the Faculty Manual of Saint Louis University, as it pertains to promotion and tenure.

1. General

This SSE policy falls within a greater hierarchy of laws, statutes and rules. School policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- Federal laws and regulations.
- State laws and administrative rules.
- University policies and procedures.
- SSE policies and procedures.

This workload policy supplements, and is consistent with, the University Policy on Faculty Workload. It is presented in order to address three important issues:

- Fair and equitable allocation of workload among the faculty throughout the SSE academic units.
- Allocation of faculty effort to promote research productivity within the SSE while providing a high overall standard of teaching.
- Efficient and effective delivery of education to students at SLU.

The SSE policies must operate within the boundary conditions provided by the University Policy on Faculty Workload and in concert with faculty annual evaluations. Guidelines for SSE workload allocation are addressed in Section 2 of this document. Each academic unit of the SSE shall determine its own specific policies and guidelines for the parameterization and enumeration of faculty workloads within the framework of both the University Policy on Faculty Workload and the SSE Faculty Workload Policy (*i.e.* this document).

It is the responsibility of all faculty members to be engaged in the pursuit of excellence in generating, transmitting, applying, and preserving knowledge. The distribution of workload assignments for a tenured/tenure-track and non-tenure-track academic faculty member will be determined in accordance with the mission and priorities of the University and the goals and needs of the SSE and its departments and programs. All workload assignments shall be consistent with the University Policy on Faculty Workload, this SSE Faculty Workload Policy, and the policies and guidelines determined by the faculty member's departmental or programmatic unit. Each faculty member's workload will be distributed over an agreed-upon allocation of activities in the areas of:

- Teaching.
- Scholarship, research, and creative endeavor.
- Service to the university, their profession, and/or the public community.

These three fundamental components of faculty workload are defined and described in each academic unit's guidelines and procedures for promotion and tenure, which are in turn governed by the SSE policy regarding promotion and tenure (link to be provided). Additionally certain workload assignments may include a commitment to administration when approved by the Dean and the Provost.

The responsibility of each university tenured/tenure-track or non-tenure-track faculty member should be determined in such a way that each person can make significant contributions toward achievement of the mission of Saint Louis University, its School of Science and Engineering and the individual departments within SSE. Fulfillment of these missions requires effective instruction, research and institutional service, academic program development, curricular design, and professional renewal and development.

Faculty assignments and, subsequently, the opportunity, recognition, and rewards for realization of those assignments must align with the University's mission. Equitable workload policies should recognize and respect the demands that activities place on a faculty member's time, and should be designed to best utilize each faculty member's individual strengths.

Recognizing the great diversity among colleges and units as to the specific nature of their work, the University Policy on Faculty Workload provides the basic principles on which faculty workload assignment and distribution decisions are based.

The faculty should participate fully in providing input into the determination of workload policy in each academic unit, both initially and in all subsequent reappraisals.

2. Workload Allocation

The following items shall apply to establishment and application of all SSE academic unit workload policies.

A. The University Policy on Faculty Workload specifies a standard of:

- 24 yearly workload units for all faculty members on 9-month contracts.
- 29 yearly workload units for all faculty members on 11-month contracts.
- 32 yearly workload units for all faculty members on 12-month contracts.

These workload units are distributed across teaching, research and scholarship, and service duties, and where approved, roles in administration. The weighting of each is determined according to parameters set out by individual academic unit workload policies and by the metrics used in annual evaluation of individual faculty members.

B. Each academic unit shall prescribe course-to-teaching workload articulations with a baseline of *1 workload unit = 1 semester credit hour* but that should, by application of appropriate modifications, take account of differences in teaching modalities as well as course enrollments. Modifications may also be permitted for new course preparations and significant course redesign. New preparations include the development of course materials for the first offering of a particular course by an instructor. Significant course redesign includes creating new course materials for a class that the instructor has not taught for more than four years, or a significant change in the delivery method or course syllabus for a course that has been taught by the instructor within the previous four years.

C. Each academic unit shall construct a set of teaching workload expectations that permit the valuation of teaching workload balanced against appropriate individual research workloads (see D, E), service contributions (see F) and, if necessary, administration (see K). No faculty member shall have a teaching workload of less than 6 workload units per year. Exceptions to this, including administrative appointments and/or teaching buyout options, must be negotiated with the Chair, approved by the Dean, and where necessary, the Provost.

D. Each academic unit shall construct a set of research workload expectations that permit the valuation of contributions from all the significant elements of research, scholarship, and grantsmanship. These elements are specifically defined and valued according to each academic unit's guidelines and procedures for promotion and tenure, and for evaluation, respectively.

E. It is recognized that research activity is not simply a matter of active versus inactive, but there exist varying degrees of activity that shall be classified according to one of five research categories, A through E, as presented in Table 1 in the Appendix. The criteria that define each research level shall be determined within each academic unit as part of that unit's own specific workload policy.

F. Each academic unit shall prescribe service workload expectations that are delineated according to whether they are institutional, professional, or public. The elements of service may be valued and used to determine service workload for individual faculty members in consultation with the Chair.

G. For all SSE TT and NTT faculty members without administrative appointments, the overall balanced workload shall conform to one of the five workload distributions given in Table 1 in the Appendix. The workload contributions shall sum exactly to the overall workload quantity established for the specific appointment and contract duration (see A) with anything in excess considered to be an overload (see N). Pre-tenure TT faculty members may be excluded from such restriction (see M). Any other exception proposed by an academic unit Chair shall require the approval of the Dean.

H. In accordance with the procedures provided in Section 7 of the University Policy on Faculty Workload, each academic unit's overall workload policy shall initially be approved by agreement of unit faculty members (majority vote of eligible faculty members), followed by review and approval by the designated SSE faculty governance authority, and finally approved and

implemented by the Dean and Provost. Revisions to the policy following any triennial review shall be similarly approved.

I. Each academic unit and the SSE as a whole strives to deliver an effective education in the most efficient manner with respect to faculty resources. This efficiency is necessary in order to give faculty as a whole the maximum time to support the SSE's research agenda balanced against the need to provide the highest quality teaching possible. The intent of this policy is not to micromanage faculty workloads, but to make them as equitable as possible among the whole SSE faculty membership. These guidelines are designed to allow department chairs the flexibility to exercise judgment in assigning workloads to both optimize each academic unit's productivity but also allow chairs to be entrepreneurial in the use of resources and in the development of their units.

J. A faculty member's effort distribution for each year should be determined in a discussion between a faculty member and their Chair during the *previous year's annual evaluation*. The determination of faculty workload will include the teaching and research needs of the academic unit and school, the faculty member's interests and professional goals, and resources available. This timing also aids in course scheduling for the following academic year.

K. Faculty members with appointments in administration that have been approved by the Dean and Provost shall have their annual workload determined by their Chair in consultation with the appropriate administrative unit. The workloads for SSE academic unit Chairs shall be assigned and approved by the Dean.

L. Application of the workload units should be done in a manner that is both retrospective and prospective and represents approximately a three-year moving average for each category. For example, a faculty member who has lost research funding does not immediately have their teaching workload increased without having a chance to regain funding, unless the faculty member and chair agree to an alternate arrangement.

M. Chairs must keep in mind the development of both the research and the teaching programs of their new faculty members. New faculty members should have limited new preparations throughout their pre-tenure period and their workloads should also be adjusted to allow them time to develop their research programs. TT faculty members with expectations of conducting research shall not exceed 12 workload units of teaching per year in the pre-tenure period.

N. Any prescribed overload of more than the established workload units corresponding to the appointments listed in A (24, 29, or 32) shall be negotiated and agreed upon by the Chair with the faculty member and shall require approval of both the Dean and the Provost according to Section 5.3 in the University Policy on Faculty Workload. Any faculty member who believes that a prescribed workload constitutes an overload exceeding their appointment's established workload units shall have recourse to appeal the Chair's decision to the Dean if negotiation does not lead to agreement.

APPENDIX

Table 1. Balanced Annual Standard Overall SSE Workloads for TT and NTT Faculty Members on 9-Month Appointments* (24 Provost's workload units/yr)

The following table of workload distributions shall be adapted for each SSE academic unit and incorporated into that unit's own specific workload policy.

Research expectations§ <i>Definitive criteria determined by SSE academic units</i>	Teaching†	Research	Service‡
	Permissible workload ranges ¶ Provost's workload units/yr, min-max (Corresponding min-max in %) ⌋		
Category A • No research activity.	20-23 (83-96)	0 (0)	1-4 (4-17)
Category B • Minimal research activity. • Minimal dissemination and no research expenditure.	15-20 (63-83)	2-4 (8-17)	2-6 (8-25)
Category C • Moderate research activity. • Less regular dissemination and minimal research expenditure.	12-15 (50-63)	4-8 (17-33)	2-6 (8-25)
Category D • High research activity. • Some research expenditure and average to above average dissemination for the unit.	9-12 (38-50)	8-12 (33-50)	2-6 (8-25)
Category E • Significant research activity and productivity. • Significant research expenditure as lead investigator (e.g. federal funding from NSF, NIH, DOD, DOE or equivalent) and prodigious dissemination.	6-9 (25-38)	12-18 (50-75)	1-4 (4-17)

* This does not apply to pre-tenure faculty on the tenure track and may be modified for pre-tenure faculty at the Chair's and academic unit's discretion (see M). TT and NTT faculty members with non-administrative appointments longer than 9 months (>24 workload units) may have their workload unit contributions proportionately adjusted.

§ Dissemination includes peer-reviewed research papers and conference presentations, invited presentations, book chapters, or other recognized forms of scholarly propagation that may be specific to the discipline of an academic unit.

† Teaching workload units may be assigned to activities such as those with a significant number of students registered for research, thesis, or dissertation credits, or for capstone projects.

‡ Service workload units may be assigned to student academic advising.

¶ These ranges are intended to afford Chairs reasonable flexibility when assigning individual TT and NTT faculty workloads. Any remuneration in Table 1 must proceed through the formal SSE approval process (see H) though non-conforming, non-administrative workload distributions may be approved for individual faculty members by the Dean (see G).

⌋ Min-Max percentages allowed (estimated to the nearest integer). For example: 2 units = 2/24 = 8%. Understood here is the actual workload assignment in % in each activity adding up to 100% (along with the same assignments expressed in workload units adding up to 24 units).