

FACULTY WORKLOAD BU-PP 706

Faculty members at Baylor University are expected to engage in three categories of work and are evaluated on their performance in each of these three areas: teaching, scholarly/creative activity, and service. With the exception of funded research, only one of these areas of work, teaching, is directly tied to the production of revenue; therefore, faculty teaching loads are of primary concern when issues of expense and revenue are being considered, and, of course, teaching loads are directly affected by any specific time reassignments for scholarly/creative activity and service.

I. Teaching Assignments The standard undergraduate teaching load for Profile A faculty at Baylor is twelve hours each semester or twenty-four hours for the academic year. Teaching loads are reduced for Profile B faculty who bear primary responsibility for graduate instruction and who engage actively in research and publication. Teaching loads may also be affected by the number of contact hours required for a particular method of instruction, by individual student supervision (student teachers, internships, clinical experiences), or by reassigned time for research, service, grant writing, special appointments, administrative assignments, and other work explicitly included as part of an individual faculty member's job description. Primary responsibility for insuring equitable and reasonable faculty workloads rests with the department chair, in consultation with the appropriate dean.

Faculty members who participate as one of a team of instructors sharing common responsibility for a single course will receive full credit for the course as part of his or her teaching load provided that the total number of students enrolled in the course equals at least fifteen students per instructor. Only partial credit will be given for team-taught classes with smaller enrollments or for classes in which the faculty member has responsibility for discrete portions of the course content. In such cases each faculty member involved in teaching the course will be credited with an appropriate percentage of the total number of the credit hours designated for the course.

Occasionally, for a variety of reasons, a faculty member, with the approval of the department chair and dean, may assume a short-term teaching overload. If the overload extends through an entire semester, the faculty member's teaching load for that semester will be designated as exceeding 100%. Depending on the circumstances leading to the overload assignment, the overload may or may not involve supplemental pay. If no supplemental pay is involved, no faculty salary should be attributed to the cost of offering the course. If supplemental pay is provided, only the amount of the supplemental pay should be attributed to the cost of offering the course.

Deans are responsible for assuring that faculty teaching assignments in each academic unit meet university expectations. Departments may set average classroom contact hours, but it is understood that individual assignments may vary within departments and that different methods of instruction required by a discipline may result in differences in average contact hours from one department to another. However, a faculty member's teaching load may not be reduced to less than six hours nor can a teaching load of a chair of a department be reduced to less than six hours without specific approval of the Provost and Vice President for Academic Affairs.

If any member of the faculty believes he or she has been denied fair and just treatment regarding course load or course assignment, he or she may initiate the faculty grievance procedure.

II. Faculty Workload Report To assist the deans and department chairs in maintaining accountability for faculty loads, each enrollment term the Office of Institutional Research and Testing generates a comprehensive Faculty Workload Report. This comprehensive report includes an individual teaching load report for each faculty member listing all the classes he or she teaches, the number of students enrolled in those classes, and the percent of the faculty member's total workload that each class represents.¹ The report also requires that the department chair account for and explain those other specific responsibilities for which a faculty member has been allowed reassigned time, such as an administrative assignment, a research project, or other specific assignments.² These individual reports for each faculty member are checked and verified by each department chair and dean and are returned to the Office of the Provost and Vice President for Academic Affairs. These reports become a part of the official record of the University and provide statistical data concerning instructional costs and tuition revenue generated by student credit hours. But this official Faculty Workload Report can not give a complete accounting of any individual faculty member's actual workload and should not be used exclusively to support conclusions about the level of work being performed by individual faculty members.

III. Faculty Workload Review Each year each faculty member submits an annual summary of activities describing his or her workload including all the various activities for which he or she is responsible: teaching (including class preparation, class instruction, and grading for each class), scholarly/creative activity, and service (including graduate supervision, administrative or committee responsibilities for which no reassigned time is awarded, community service, or activity in professional organizations). During the annual performance review the department chair reviews the faculty member's workload and teaching assignment and recommends any necessary adjustments.³

¹ A three-hour course normally represents 25% of a faculty member's total workload and a four-hour course normally represents 33% of a faculty member's total workload. If a full-time faculty member teaches two three-hour classes, he or she has a 50% teaching load and the chair must specifically account for the six hours of reassigned time that makes up the faculty member's full workload. The percentage of a faculty member's workload which is allotted to a particular course will vary from this standard for courses such as studio courses which require contact hours that significantly exceed the student credit hours awarded for the course.

² *When reassigned time has been allowed for a research project or other activity, it is the responsibility of the faculty member to provide the chair with tangible evidence of the results of the activity or project when the work has been completed.*

³ *The "Faculty Evaluation and Compensation Document" states that "each faculty member will review with the department chair/dean at the time of employment and each year thereafter the expectations for his or her specific position. Some faculty members may have greater responsibilities in one of the categories [teaching, scholarly/creative activity, service] than in another, according to the conditions under which he or she is employed. The relative importance of each category should be made clear at the time of employment and should be reviewed for possible modification each year."*

Approved August 1, 1997