

1. PURPOSE

1.1 In accordance with university policy [APS 790601](#), *Faculty Workload*, all faculty in the College of Education have workloads that meet university goals and are distributed equitably and carried out efficiently and effectively. Instructional workload should necessarily support and align with the College's strategic vision.

1.2 The opportunities for workload credits do not diminish the expectations in the individual areas of research, teaching, and service. Instructional workload is designed to define responsibilities specific to instructional duties, teaching, and/or responsibilities specifically designated to replace typical instructional duties.

Faculty workload may include a combination of teaching, conducting scholarly/creative activities, and performing service or administrative duties.

1.3 The College of Education elected to create and maintain a single college workload policy with agreement from each department chair and with input from tenured, tenure-track, and non-tenure track faculty. The College workload policy is reviewed annually and subject to approval by the Dean and the Provost and Sr. Vice President for Academic Affairs.

1.4 The department chairs are responsible for assigning each faculty member's workload, in consultation with the faculty and coordinators, in advance of each semester. The department chair ensures faculty workload assignments comply with university policies and meet department goals for teaching, research, scholarly and creative activities, and service. The Dean is responsible for assigning each chair's workload.

1.5 Faculty workload assignments must also be structured for:

- a) Non-tenure track faculty in accordance with [APS 890301](#), *Hiring, Evaluation, Promotion, and Merit for Non-Tenure Track Faculty*.
- b) Tenured and tenure-track faculty in accordance with [APS 820317](#), *Faculty Evaluation System of Tenured and Tenure-Track Faculty* (FES), ensuring that teaching, research, and service responsibilities align with the faculty member's designated evaluation pathway (Balanced, Research-Intensive, or Teaching-Intensive). The Balanced pathway is the default unless an alternative pathway is approved and documented per [APS 820317](#). Pathway selections must be designated by submitting a [FES Evaluation Pathway Selection Form](#) no later than April 1st for the following year's evaluation period.

2. WORKLOAD CREDIT

2.1 The standard workload for full-time faculty is 12-workload credits per semester. One (1) workload credit is defined as one (1) semester credit hour of organized instruction or the

equivalent.

2.2 Every 3 workload credits are equivalent to approximately 25% of a full-time instructional load. Workload credit over 12-workload credits per semester may be approved by the department chair, in accordance with [APS 810701](#), *Instructional Overload Assignment*.

- a) For non-tenure track faculty (excluding Lecturer-pool) in the College, this 12-workload credit standard is typically fulfilled by teaching four (4) 3-credit hour classes (12 workload credits).
- b) For tenure-track and tenured faculty teaching in the College, the 12-workload credit standard is typically fulfilled by teaching three (3) 3-credit hour classes (9 workload credits) and conducting research at a level that warrants the awarding of three (3) workload credits. This model corresponds to the Balanced pathway under [APS 820317](#). Service is an expected component of evaluation, even when not assigned formal workload credit.

- 2.3 For tenure-track and tenured faculty in terminal degree programs (Ph.D./Ed.D.), the 12- workload credit standard is potentially fulfilled by teaching two (2) 3-credit hour classes (6 workload credits), conducting research at a level that warrants the awarding of three (3) workload credits and chairing a minimum of 5 dissertations (3 workload credits). Dissertation students must be actively enrolled in a dissertation course to be counted as workload credit. Faculty may count/include chairing a student's dissertation for up to two years. To clarify, chairing any number of dissertations below 5 will require faculty to acquire additional workload credit. This model corresponds to the Balanced pathway under [APS 820317](#). Service is an expected component of evaluation, even when not assigned formal workload credit.
- 2.4 For tenure-track and tenured faculty on a teaching-intensive activities, the 12- workload credit standard is potentially fulfilled by some combination of teaching, mentoring, field observations, program/course curriculum development and other high impact teaching practices totaling twelve (12) credit hours. A teaching intensive pathway is a rare circumstance among tenured and tenure-track faculty and must be approved by the Department Chair, Dean and Vice President of Academic Affairs prior to the start of the evaluation period. This model corresponds to the Teaching-Intensive pathway under [APS 820317](#). Service is an expected component of evaluation, even when not assigned formal workload credit.
- 2.5 For tenure-track and tenured faculty engaged in research-intensive activities, the 12- workload credit standard is potentially fulfilled by conducting research at a level that warrants the awarding of three (3) workload credits along with some combination of teaching, administration of a research center, and/or administration and management of awarded grants equal to or greater than \$100,000, totaling nine (9) workload credits. This model corresponds to the Research-Intensive pathway under [APS 820317](#). Service is an expected component of evaluation, even when not assigned formal workload credit.

3. WORKLOAD CREDIT FOR OTHER PROFESSIONAL RESPONSIBILITIES

- 3.1 The College of Education allows workload credits for other professional responsibilities and assignments. Workload credits and adjustments must be approved by the chair, the Dean,

and the Provost and Sr. Vice President for Academic Affairs. Detailed evidence to support the workload credit assignment must be provided by the faculty member and approved by the chair, the Dean and the Provost.

3.2 Workload credit for professional responsibilities and assignments in the capacity as department chair:

- a) Chair Assignment – Workload of 3 – 9 credits per semester, as authorized by [APS 110511](#), *Appointment, Workload, and Evaluation of Chairs*, may be granted for chairing an academic department. Department size, scope, complexity, and other mitigating factors will influence the Chair workload. Chair appointment and workload are determined by the Dean and approved by the Provost.

3.3 Workload credit of 0-4 credits per semesters may be granted for other professional responsibilities and assignments, to include:

- a) Assistant Chair Assignment - Workload credits, as authorized by department chair and approved by the Dean, may be granted for serving as an assistant chair. A documentation record of the number of workload credits to be assigned will be sent to the Office of the Provost for approval.
- b) Program Coordinator Assignment – Workload credits may be granted for a faculty member who coordinates a program. Workload credits are determined by enrollment and coordinator responsibilities for each program. This includes undergraduate, masters, and doctoral programs. A documentation record of the number of workload credits to be assigned will be sent to the Office of the Provost for approval.
- c) Center Director Assignment – (research, service, or otherwise) housed within the College of Education – Workload credits may be granted for a faculty member who serves as a COE center director. A documentation record of the number of workload credits to be assigned will be sent to the Office of the Provost for approval.
- d) Research Buy-Out Assignment – Workload credits may be granted for a faculty member whose research time or credits time is bought out through external funds. Faculty members must negotiate research workload buyout with the chair and be approved by the dean. This negotiation must take place prior to initial submission to ORSP and must be written into the proposal budget and fully funded from external funding source. Research buy-outs are eligible for awarded grants equal to or greater than \$100,000.
- e) Developmental Leave Adjustment – Workload credits may be assigned to a faculty member who is awarded a Faculty Development Leave by the Board of Regents, in accordance with [APS 800328](#), *Faculty Development Leave*.

3.4 Workload credit of 0-4 credits per semester for university/college/departamental needs, services, and responsibilities:

- a) University Level Professional Assignments – Workload credits may be granted

for a faculty member who performs significant professional activities beyond standard expectations at the university level (e.g., Faculty Senate Chair, University Curriculum Committee member). Detailed evidence to support the workload credit assignment must be provided by the faculty member and approved by the chair, the Dean, and the Provost and Sr. Vice President for Academic Affairs.

- b) College Level Professional Assignments – Workload credits may be granted for a faculty member who performs significant professional activities beyond standard expectations at the college level (e.g., expertise in writing accreditation reports, leading a program self-study, etc.). Detailed evidence to support the workload credit assignment must be provided by the faculty member and approved by the chair and the Dean. A documentation record of the number of workload credits to be assigned will be sent to the Office of the Provost for approval.
- c) Department Level Professional Assignments – Workload credits may be granted for a faculty member who performs significant professional activities beyond standard expectations at the department level (e.g., serving as a Yearlong Residency Site Coordinator, Director of Clinical Experiences, field experience coordinator, thesis chair, ACE Coordinator, or chairing five or more dissertations, teaching an independent study, teaching one section of EDUC 1101 or UNIV 1101). Detailed evidence to support the workload credit assignment must be provided by the faculty member and approved by the chair and the Dean. A documentation record of the number of workload credits to be assigned will be sent to the Office of the Provost for approval.

4. WEIGHTS FOR FACULTY EVALUATION

Balanced Evaluation Pathway (Sections 2.2 & 2.3)

Teaching	Scholarly and Creative Activity	Service
40%	40%	20%

Teaching-Intensive Evaluation Pathway (Section 2.4)

Teaching	Scholarly and Creative Activity	Service
50%	20%	30%

Research-Intensive Evaluation Pathway (Section 2.5)

Teaching	Scholarly and Creative Activity	Service
30%	50%	20%