

Faculty Workload Guidelines

Workload assignment in this document is developed in accordance with the following Academic Policy Statements (APS) and departmental standards:

- APS 790601 – *Faculty Workload*
- APS 810814 – *Tenets for Faculty Status for Academic Librarians*
- APS 820317 – Faculty Evaluation System of Tenured and Tenure-Track Faculty
- Departmental Faculty Evaluation System (FES) Criteria and Standards

The library workload guidelines shall be developed with input from all faculty from the Department of Library Public Services (LPS) and the Department of Library Technical Services (LTS). The guideline is reviewed annually and subject to approval by the Executive Director of Library Services, and the Provost and Sr. Vice President for Academic Affairs. In accordance with APS 790601, all faculty shall have workloads that meet university goals and are distributed equitably.

Weights for Library Faculty Evaluation Pathways

RESEARCH-INTENSIVE EVALUATION PATHWAY

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

TEACHING/LIBRARIANSHIP-INTENSIVE EVALUATION PATHWAY

Teaching	Scholarly and Creative Activity	Service
50%	25%	25%

BALANCED EVALUATION PATHWAY

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

NON-TENURE TRACK EVALUATION PATHWAY

Teaching	Scholarly and Creative Activity	Service
65%	10%	25%

Workload Credit

The standard workload for full-time faculty is 12 workload credits each fall, spring, and long summer semester. Summer employment may be available to faculty with nine-month contracts. Faculty workload may include a combination of teaching or librarianship, conducting scholarly/creative activities, and performing service or administrative duties. Generally, 36 workload credits per academic year are assigned to full-time, 12-month library faculty.

- One (1) workload credit is defined as one (1) semester credit hour of organized instruction or the equivalent.

- Every 3 workload credits are equivalent to approximately 10 hours of work per week.

The department chair (director) is responsible for assigning faculty members' workload, and the dean (executive director) is responsible for assigning the chair's workload. In accordance with APS 810701-*Instructional Overload Assignment*, approved workload credit over 12 credits per semester may be accrued for future use with approval from the chair, the dean, and the provost. The library administrative office will maintain record keeping for all approved accrued workloads to be used within three (3) academic years.

Teaching Workload Assignment

Teaching NGLI 1101: Faculty teaching the 1-credit undergraduate library course will receive 1 semester workload credit per assigned course.

Team Teaching: Faculty members who team-teach organized classes will proportionally share the workload credits computed for that class in accordance with the distribution of responsibilities.

Professional Responsibilities Workload Assignment

Academic Mentoring and Independent Studies

Workload credit maybe granted to faculty participating in academic mentorship, with approval by the chair and the dean. Examples include:

- Chairing master's thesis committees (0.60 workload credit per thesis chaired)
- Chairing honors thesis (0.50 workload credit per thesis chaired)
- Serving as instructor of record for master-level independent studies (0.30 workload credit per organized course)
- Serving as instructor of record for undergraduate-level independent studies (0.25 workload credit per organized course)

Research and Instruction Librarianship Responsibilities

Generally, 27 workload credits per academic year are assigned to librarianship activities for full-time library faculty, including:

- Non-credit library instructions
- Reference and research consultations
- Subject liaison and outreach
- Collection development

Technical Services Librarianship Responsibilities

Generally, 27 workload credits per academic year are assigned to full-time library faculty in accordance with those professional activities deemed integral to position responsibilities, as detailed in corresponding job descriptions. Such activities may include, but are not limited to:

- Timely execution of job duties and core assignments including demonstration of technical knowledge in their area(s) of specialization
- Effective management of projects and special assignments
- Participation in continuing education and professional development

- Providing effective supervision, leadership, and performance appraisal of library staff
- Providing timely and effective communication to library constituents, patrons, and stakeholders

Faculty interested in adjusting their librarianship workload assignment should provide detailed evidence to support the workload credit adjustment request. Adjustment may be granted on a semester-basis with approval by the chair and the dean.

Professional and Administrative Activities

Up to 3 workload credits per semester may be granted for a faculty member who performs significant administrative or professional activities beyond standard expectations (e.g., chairing the university faculty senate, or serving as executive officer of a national professional organization). Detailed evidence to support the workload credit adjustment must be provided by the faculty member and approved by the chair, the dean, and the provost.

Research Buy-Out

Following ORSP guidelines, workload credit may be granted to a faculty member who has secured external funding and opts to exercise the buy-out option.

Chair Assignment

Up to 6 workload credits per semester, as authorized by APS 110511 – *Appointment, Workload, and Evaluation of Chairs*.