



**Eastern  
Kentucky  
University**  
**Policy and Regulation Library**

Academic Regulation: 4.7.3ACR

Responsible Office(s): Office of Academic  
Affairs, Colleges, and Departments

Effective: June 9, 2014

Next Review Date:

## **Academic Regulation: 4.7.3ACR**

### **Faculty Workload**

#### **Statement**

Faculty workload consists of three major areas of responsibility: teaching, scholarly/creative activities, and service. Faculty responsibilities are not confined to the typical five-day work week, to the operating hours of the university administrative offices, or to the Richmond campus.

The standard teaching load of full-time faculty members with the rank of assistant professor or above is 12 credit hours per semester for the fall and spring semesters or approximately 80% of the faculty member's full-time workload. Other factors, such as size and type of class and not simply the number of credit hours, may be considered in establishing teaching loads as long as those factors are applied consistently within a department. The typical workload expectation for scholarly/creative activities and service is approximately 20% of the faculty member's full-time workload. Overloads or reductions in teaching loads are permitted, as described below. The maximum teaching load for summer term is 9 hours and for winter term is 3 hours.

The standard workload of full-time faculty members not on tenure track is the equivalent of 15 credit hours per semester for the fall and spring semesters. Part-time faculty members are permitted to teach up to 9 credit hours per semester for the fall and spring semesters.

#### **Entities Affected**

- Colleges
- Departments
- Faculty

## General Principles

1. Faculty workload is not easily quantifiable and this policy seeks to establish minimum expectations. As part of teaching, scholarship & service, faculty may be expected to conduct regular curriculum development, provide quality advising to students, serve as mentors in supervising theses, dissertations, and independent projects, and participate in appropriate professional development. Consequently, activities that fall within these areas do not normally require additional compensation or reductions in other areas of assignment. However, when levels of these activities exceed normal expectations, faculty should be considered for reassigned time in the areas of teaching, scholarship or service (e.g. reduced teaching load) or additional compensation through overload adjustments consistent with the limitations on overload established under this policy.
2. Policy 4.7.3 recognizes the diversity among departments, colleges, and other units as to the specific nature of their work. Therefore, this policy provides the basic principles on which faculty workload assignment and distribution decisions are based.
3. Department Chairs are responsible for assigning faculty workloads and for verifying the accuracy of workload reports for each faculty member in the Department.
4. Teaching responsibilities include, but are not limited to, activities such as staying current in the field, preparing for class, evaluating student work, and being accessible and responsive to students (including maintaining office hours).
5. Tenure-track faculty members have an obligation to engage in scholarly activity. Scholarly activity may include creative products or performances, publications, presentations, exhibitions, grant proposals/awards, professionally-related innovations, and other forms of scholarship of discovery, integration, application, or teaching (see Ernest Boyer's *Scholarship Reconsidered*).
6. Tenure-track faculty members have an obligation to engage in service to the University (normally through committee service and student advising), to the community (related to one's professional expertise), and to the profession (through participation in appropriate professional organizations).
7. While each faculty member may not be actively involved in all three areas of a standard workload at any given time, the collective participation of the faculty in all areas is necessary to assure that goals essential to all aspects of the University mission are achieved. The unique requirements of each academic component, as well as the specialized interests, abilities, and qualifications of individual faculty members, necessitate a flexible system for determining individual faculty assignments that will accommodate this diversity.
8. The workload assignments shall be made in such a way as to advance the mission of the University and institutional considerations, such as student instructional needs, student credit hour production, accreditation requirements, sponsored research commitments, and resource constraints.

## Procedures

Department Chairs are expected to annually confer with individual faculty members to develop workload plans that are consistent with the principles in this policy, especially if a workload will involve reduction in teaching load or an overload. All workload allocations must be documented.

### **Reductions in Teaching Loads**

In a given unit, extraordinary efforts in research, service, or administration may result in a reduction in teaching load. Reassigned time from teaching must be approved by the Department Chair. Reassigned time that results in teaching of 6 or fewer hours in a given semester must be approved in advance by the Dean. Department Chairs must report all reassigned time to the office of the Dean at the beginning of each term.

Faculty members with external funding may buy out their time in proportion to their effort on the funded project or, at minimum, the actual cost for replacing themselves in a course if grant funds are insufficient to cover the proportion of salary. Except in unusual circumstances, external funding may not be used for faculty overloads. Requests for additional compensation using external funding must be approved in advance by the Associate Vice President for Research in accordance with Policy 4.4.8, Salary Compensation on Externally-Sponsored Projects.

### **Overloads**

Teaching overloads are not permitted for full-time faculty except in situations where student needs are not being met. In such cases, no more than one class (or three-hour equivalent) overload will be permitted each semester for the fall and spring semesters. No overloads are permitted for the summer or winter terms.

Overloads must be justified in writing by the Department Chair and approved by the College Dean and the Provost. It should be noted that teaching overloads in some disciplines are prohibited by their accrediting agencies.

### **Workload for New Non-Tenured Tenure-Track Faculty**

In keeping with the need to build a record of scholarship or creative activity in preparation for tenure review, Department Chairs shall provide new non-tenured tenure-track faculty a one-course reduction from a standard 12-hour per semester teaching load in two semesters within the first two years at ECU. New non-tenured tenure-track faculty are not eligible for overload assignments during their first two years at ECU.

### **Limitations**

This policy does not apply to the workload of Department Chairs.

## Definitions

- **Tenure-Track Faculty:** Faculty employed full-time who are tenured, eligible for tenure, or in a pre-tenure probationary period.

## Responsibilities

- Associate Vice President for Research
  - The Associate Vice President for Research is responsible for:
    - approving requests for additional compensation using external funding in accordance with Policy 4.4.8, Salary Compensation on Externally-Sponsored Projects
- Department Chair
  - The Department Chair is responsible for:
    - assigning faculty workloads and for verifying the accuracy of workload reports for each faculty member in the Department
    - annually conferring with individual faculty members to develop workload plans that are consistent with the principles in this policy, especially if a workload will involve reduction in teaching load or an overload
    - documenting workload allocations for faculty in the department
    - approving reassigned time from teaching
    - evaluating and determining whether the expectations for reassignments from the standard teaching load for an academic year have been adequately and productively fulfilled before reassignments are made for the next academic year
    - reporting all reassigned time to the Dean's office at the beginning of each term
    - providing a justification of overloads in writing to the Dean
    - working with new non-tenured tenure-track faculty to meet the teaching load requirements stipulated in this policy
- College Dean
  - The College Dean is responsible for:
    - approving reassigned time of 6 hours or more
    - approving overloads
    - providing oversight for faculty workload management
- Provost
  - The Provost is responsible for:
    - approving overloads
    - providing oversight of faculty workload management

## Regulation Adoption Review and Approval

### Regulation Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 9, 2014	Board of Regents	Adopted
May 8, 2014	President	Approved
May 7, 2014	Provost Council	Approved
April 7, 2014	Faculty Senate	Approved

### Regulation Issued

**DATE**  
January 12, 1987

**ENTITY**  
Faculty Senate

**ACTION**  
Adopted