

College of Health and Human Services

Faculty Workload and Evaluation

The faculty workload and evaluation guidelines for the College of Health and Human Services are derived from and are consistent with University policy approved by The Board of Trustees on June 25, 1994 (attached).

Group I faculty are expected to be productive in the teaching, research and service activities of the College. Teaching activities include academic advising, development of course materials and courses, as well as an instructional assignment of specific courses.

The balance among teaching, research and service may vary from faculty to faculty based upon factors such as: nature of the discipline; needs and priorities of the school and College; professional goals and interests of faculty; and changes in interests, opportunities and situations. Every effort will be made to give new faculty a one course reduction for at least their first year in order for them to establish a scholarly activity program. Faculty workload assignments for each school must be compatible with the budgetary requirement that on the average, 1950 WSCH should be produced for each budgeted FTE faculty.

All faculty members will carry comparable total workloads although the distribution of effort among the three areas of teaching, research and service may vary. In no case should the weight of the research and service categories be less than 10%. Annual evaluation of individual faculty performance should take into account this distribution of effort.

Distribution of workload effort for individual faculty will be established on an annual basis. Agreement on the percentage of effort and weighting for merit evaluation should be in writing and on file no later than the end of Winter Quarter.

For faculty not engaged in an on-going program of research and scholarly activity, the teaching assignment should include at least 9 courses with total credit hours in the range of 30-40 per academic year. Other factors that may be taken into consideration are class size and student contact hours.

School guidelines, to be reviewed and approved by the dean, will address how special service and instructional factors and responsibilities will be counted toward the overall teaching load. Additionally, school guidelines will address expectations and quality measures will be used to evaluate the areas of research/scholarship and service as part of the annual merit review.

For faculty participating in research or other projects with external support, teaching assignments may be adjusted on a case-by-case basis with consideration given to the percentage of release time funded by the external source.

The expected course assignment for Early Retirees is 10-12 credits or three courses per quarter.

Proposed assignments that deviate from the above guidelines must be brought to the attention of the dean (by the school director) to seek his/her approval prior to making the assignment.