

WORKLOAD POLICY AND PROCEDURES

Language in this policy that is quoted from the Collective Bargaining Agreement appears in

GENERAL STATEMENTS ABOUT FACULTY WORKLOAD

These guidelines, as well as the workload assignments issuing from them, rely upon the expertise of departments and schools as to the appropriate standards for their disciplines, consistent with the CSU-AAUP Collective Bargaining Agreement currently in place.

According to the CSU-AAUP Collective Bargaining Agreement (hereafter referred to as the CBA),

(13.1.D).

The CBA offers the following general principles regarding faculty workload expectations:

(13.1)

I. PROCEDURE FOR WORKLOAD DETERMINATION & NOTIFICATION

A. PRELIMINARY PREPARATION

- 1. By December 1st, faculty will confer with their department Chair and provide documentation of their record of accomplishments and prospective activities that are relevant for workload determination. (13.1.B)
- 2. In advance of that conference, faculty will provide their department Chair with an updated CV (dated November 30 of the current year), along with other relevant supplemental information.
- 3.

and other relevant supplemental information.

4. Each department Chair will review documentation of faculty research/ scholarship/creative activity (hereafter referred

elements and factors listed in 13.1.B of the CBA.

B. WORKLOAD MEETINGS

1.

in the upcoming year, each department Chair will prepare proposed workload allocations to RSCA, teaching, and service for each faculty member, along with a supporting rationale.

2. Each department Chair

3. The department Chair will provide the perspective from the individual academic unit on relevant workload considerations, including department/school guidelines for faculty ranks and categories, as well as discipline-specific practices and expectations. The Dean will provide the broader College perspective. Each

- f. Faculty who demonstrate documented service at levels below what is commensurate with their rank shall be assigned 1 service credit hours for their annual workload assignment. (13.1.F.3)
- g. Faculty who do not demonstrate documented service shall be assigned 0 service credit hours for their annual workload assignment. (13.1.F.3)
- h. Faculty members who are assigned administrative or supervisory functions which are very time-consuming may request a reduction in their normal teaching workload assignment. Such reductions must be made by the Provost and Vice President for Academic Affairs with the express knowledge and written approval of the appropriate chairperson and dean. At the time of the administrative assignment or activity, there shall be a written agreement among the involved parties regarding the appropriate teaching workload assignment and duration. (13.1.G). Examples of functions

undergraduate or graduate studies, faculty advisor, course, program, or internship coordination, supervisor of teaching assistants, and manager of lab facilities and/or supplies.

- i. Some service work, such as chairing search committees or election to College or University committees, is hard to anticipate at the time that the workload is determined. When such conditions occur, and the department Chair and Dean determine that allocation of additional service credit is merited but would result in unacceptably disruptive last-minute changes in faculty teaching assignments, service credit can be banked so that faculty can defer credit earned through these special circumstances or responsibilities. The service credit may be awarded at the time a faculty member performs the eligible service if the department Chair and Dean agree that it can be done reasonably and without hardship to other faculty and the department or without potentially harming the students.
- j. Examples of Service where faculty earn additional service workload credit include but are not limited to:
 - Editor (1.0) or Associate Editor (0.5), of an academic journal
 - Author of an External Accreditation report (0.5)
 - Holding a substantial managerial office with a national or international professional organization (0.5)
 - Extensive service with professional organizations, such as organizing a large national conference (0.5)
 - Major curriculum development or redesign (0.5)

(0.25)

- Service on a significantly work-intensive committee (examples include serving on the UCC, College PRC, or FDAC) (0.5).
- •