TENTATIVE OUTLINE FOR SEMESTER-BASED WORKLOAD POLICY  
Bill Rickert, October 2009

The following is an attempt to set forth and organize ideas that have emerged from the workload discussions between the AAUP-WSU and the University. This is not intended as a draft of a workload policy or a proposal for provisions of a policy but, rather, as a document for further discussion.

FACULTY WORKLOADS AT WSU

Faculty work consists of teaching, scholarship and service and, sometimes, administrative responsibilities.

The work of individual faculty members varies greatly, as each person contributes to the mission of the university.

Collectively, the WSU faculty far exceed workload expectations in a variety of ways. This policy is not intended to set limits or to regulate what faculty members do but, rather, to provide the foundation of responsibilities for an academic year. Creativity and innovation that further the mission of the university are encouraged within a framework of accountability.

SETTING WORKLOADS

The process for determining individual faculty workloads is as follows:

1. Along with the faculty activity report on the previous calendar year, each BUFM submits recommendations/requests regarding workload for the next academic or fiscal year.
2. The chair (dean in the case of CoNH and Lake Campus) accepts or modifies the requests and returns it to the faculty member with an explanation for anything that differs from the request.
3. Upon request of either the chair or BUFM, the two will meet to discuss the BUFM’s workload for the next year.
4. If the chair alters the workload, she or he will give the BUFM a revised workload statement.
5. If the BUFM believes the workload is inappropriate, he or she will submit an appeal to the dean.
6. If the BUFM is not satisfied with the dean’s response, he or she will forward the appeal to a committee made up of 50% BUFM’s and 50% University representatives (chairs an deans)

The workload for each faculty member consists of the “standard” teaching, scholarship and service, as described below, or the equivalent.
• A faculty member who has met the requirements of the “standard” teaching, scholarship, and service workload in the previous year will continue with the standard workload in the next year unless that faculty member and the chair agree to an “alternate workload” for the next academic year.
• An “alternate workload” consists of a combination of teaching, scholarship, service that is equivalent to the “standard workload.” One faculty member might undertake less service or scholarship in order to teach a larger load. Another might pursue less teaching or research in order to take on a substantial service obligation or administrative responsibility.

STANDARD TEACHING, SCHOLARSHIP, AND SERVICE

The individual workloads of faculty members are set in relation to “standard” descriptions of teaching, scholarship, and service, as follows:

Standard scholarship. A faculty member fulfills standard scholarship expectations by producing an identified percentage of the requirements for tenure during the previous five years. (The five years preceding 2012-2013 are 2007-08, 2008-09, 2009-10, 2010-11, and 2011-2012.) Substantive, refereed scholarly products such as books may be used to satisfy part of the requirements, even if they are not allowed by the bylaws, if the BUFMs and Dean from the college so agree. Unpublished papers, however, would not count.

Upon approval of the BUFMs and the dean, a college-specific or department-specific definition of standard scholarship may be approved, based on accreditation requirements in a discipline.

Standard service. A faculty member fulfills standard service expectations by meeting the requirements for a meritorious service rating.

Standard teaching. A faculty member fulfills standard teaching expectations by successfully performing the duties of the “standard teaching load” in that faculty member’s college or department, as specified below:

College of Education and Human Services
College of Engineering and Computer Science
College of Liberal Arts
College of Nursing and Health
College of Science and Mathematics
Lake Campus
Raj Soin College of Business
VARIATIONS OF STANDARD LOADS

Service or administrative responsibilities that result in lowered teaching or research expectations must be agreed to by the University. An increased number of service activities is not sufficient to offset a lack of research productivity or to warrant a reduced teaching load. Only service involving substantial responsibility and recognized impact will be considered.

DISCIPLINE AND DEFICIENT PERFORMANCE

Poor performance or discipline may lead to alternate work assignments intended to respond to or correct the problem.

RETURN TO STANDARD SCHOLARSHIP OR SERVICE

The award of tenure confirms that a faculty member has met the standard scholarship and service expectations during her or his probationary period. In the years after being awarded tenure, however, the focus of some faculty members may shift such that they do not fulfill the standard expectation for service or for scholarship for one or more years. Because of an administrative assignment or substantial service a faculty member may have suspended scholarship activity, for example. Another faculty member may have completed reduced service or scholarship because of an elevated teaching load. Regardless of the reason for past levels of productivity in scholarship and service, a faculty member will be assigned the standard load in service or scholarship when he or she identifies a realistic plan for meeting the standard load expectations, including specific outcomes to be achieved in the coming year. For service, the plan and outcomes will identify what the faculty member will do to meet the criteria for “meritorious” in her or his Bylaws. For research, the plan might include an outcome such as a submitted grant or refereed scholarly article, chapter(s) in a book that have been completed, or substantial research gathered for a larger research project. The plan must also include documented preparation for the proposed project. If the faculty member satisfactorily achieves the agreed to outcome and submits appropriate outcomes for the following year, then he or she will be permitted to continue with a standard research assignment the next year. If the faculty member does not meet the agreed to outcome, then his or her service or teaching will be increased for the following year. To be acceptable, outcomes must be high quality, publishable scholarly products or well developed grant proposals that involve substantial scholarly work done during the previous academic year. Chairs are not obligated to accept plans that do not meet these criteria.
During the 2012-2013 academic year, any BUFM who presents a realistic plan for standard scholarship with outcomes as described above will be permitted to do so, regardless of the individual’s past levels of productivity.

**WORKLOAD ASSIGNMENTS FOR UNTENURED ASSISTANT PROFESSORS**

Except in extraordinary cases, untenured Assistant Professors will be assigned the standard teaching load in their department, are expected to pursue research that will result in timely completion of tenure and promotion criteria, and will be encouraged to take on limited service obligations so as to meet minimal expectations without interfering with their teaching and scholarship.

Some colleges may assign reduced teaching loads at some point in the probationary period of untenured BUFMs.

Assignment of an untenured Assistant Professor to more than the “standard teaching load” requires provost approval.

**WORKLOAD APPEALS**

A standing committee with equal representation from the AAUP-WSU and the University will hear workload appeals and make recommendations to the provost. The Office of the Provost will then either (a) confirm the workload assigned by the department chair or (b) identify changes to be made in the workload for that faculty member. If the AAUP-WSU disagrees with the outcome, it may take the issue to binding arbitration.